

Steps to start a PhD

1

Make enquiries

- Check the list of [doctoral programmes](#) on offer at the URV.
- Find out [what the doctorate involves and what the admission requirements are](#).

2

Pre-register

- [Pre-register online](#).
- Access the document manager and upload the [necessary documentation in PDF](#) (maximum 2MB per file).

3

Verification of access requirements

The Doctoral School reviews the [documentation](#) uploaded to the document manager and checks whether it meets the requirements to access the doctorate:

- If it is incorrect or incomplete, it must be rectified before the deadline. If you do not correct it, it will be assumed that you have withdrawn and your application will be rejected.
- If the documentation you have submitted is correct and complete, we will send it to the academic committee, where it will be evaluated as part of the admission process.

4

Assessment of admission requirements

The academic committee reviews the documentation uploaded to the document manager and assesses the [merits and specific requirements for admission to the programme](#). The committee may require specific documentation. The commission can decide:

- To admit you and assign you a tutor, thesis supervisor, line of research, hours and bridging courses, if needed.
- To put you in the waiting list.
- To exclude you for academic reasons.

5

Register

- Upload the documentation to the document manager. Make sure it meets the [formal requirements of legalisation, official translation and submission of originals](#). If you wish to submit original certified copies, you must also upload them in PDF first.
- Before the [deadline](#), you must submit the original documents and a set of photocopies, or the original certified copies, to the [Academic Management Secretary's Office of your Campus/Faculty/School](#), which will give you access to the application so that you can [register online](#) before the deadline.

6

Prepare the annual evaluation

- Contact your thesis supervisor and tutor.
- Prepare [the research plan and personal learning plan document, which includes the self-assessment form for the ethical aspects of the thesis](#). Submit it all on the platform for monitoring and assessing doctoral students (SAD) before the [deadline](#).

You are required to submit all the documentation and pass the annual assessment if you are to be allowed to continue on the programme and register the following year.