uc3m | Universidad Carlos III de Madrid

SELF-ENROLLMENT GUIDE
FOR NEW Ph.D. STUDENTS

BEFORE STARTING

Once the application for your Ph.D. program of choice is approved, you will be notified via certified mail with instructions on how to enroll. Enrollment provides academic monitoring benefits as well as access to the resources relevant to your doctoral research development. It also ensures full compliance with the rules and regulations for Ph.D. studies in Spain.

Since 2015-2016, you may perform the enrollment procedure online with our SELF-ENROLLMENT application (*see page 7 of this guide*).

You only need a computer with access to Internet to become a uc3m student. Do not forget to print copies of your proof of enrollment and tuition fees invoice (*abonarés*), when required.

PLEASE NOTE: If you have any issues during the enrollment process, please contact the Doctoral School office in your campus or send an e-mail to gestiondoctorado@uc3m.es

ENROLLMENT PERIOD FOR NEW Ph.D. STUDENTS

- For students starting on November 15th (first semester)
- For students starting on March 30th (second semester)

Please check the enrollment periods on our website: https://www.uc3m.es/phdprogram/useful-information#enrollment

As stated above, there are two official start dates for Ph.D. programs every year: November 15th and March 30th. These will be used to determine the total duration of your doctoral training.

CONTINUING STUDENTS

As a continuing student, you must re-enroll at the beginning of each academic year in order to keep your academic record active; otherwise, your record will be closed and you will be no longer considered a uc3m student. Re-enrollment instructions can be found in our Renovation guide for continuing students.

- Re-enrollment period for continuing students available on https://www.uc3m.es/phdprogram/useful-information#enrollment

TUITION FEES

Tuition fees for new Ph.D. students cover the following costs:

- **Administration fees:** academic record proceedings, ID card issuance, school insurance (for students under 28 years of age), and registrar's office expenses.
- **Academic monitoring** of your doctoral year.
- **Complementary training ECTS credits** (up to a maximum of 40): applicable only if the Academic Commission of your doctoral program deemed these credits as mandatory in your admission resolution.

PAYMENT OPTIONS

You can fulfill your payment through any of the following options:

• **Bank deposit:** Provide your tuition fees invoice (*abonaré*) at any office of Bankia or Banco Santander in Spain within ten days of enrollment (*Further instructions on how to print your invoice on page 16 of this guide).*

• **Direct billing**: Enter the bank account details where the payment is to be charged, as well as the personal data of the account holder. This option requires the account to be set up in one of the countries within the Single European Payments Area (SEPA) and have an IBAN code. Likewise, your current or term-time address must be within the SEPA zone, and must be also the same address you provided upon enrollment. Direct billing is obligatory if you are applying for a MEC scholarship.

• **Virtual POS (Credit/debit card):** If you do not have an account that meets the above requirements or just prefer to use your credit/debit card, you can pay via online card billing. The credit limit of your card must equal at least the sum of your tuition fees. Otherwise, change your payment option or cancel the enrollment procedure altogether by clicking on the *Disconnect* button.

SCHOLARSHIPS / FELLOWSHIPS / FINANCIAL AID PROGRAMS

Students with scholarship or financial aid program benefits are allowed to enroll online as well.

Prior to enrollment, you must have informed your Postgraduate Office of any prospective scholarship you may have applied for in order for it to be registered in our system by the time of your enrollment at uc3m. Only then will our application be able to make the discount or reimbursement of your tuition fees.

Otherwise, please get in touch with the Doctoal School Office in your campus or send an e-mail to gestiondoctorado@uc3m.es

TUITION FEES EXEMPTIONS AND DISCOUNTS

If you are eligible for any fees exemption or discount, you must provide valid proof of eligibility at your Postgraduate Office. You may send a copy by e-mail in advance, but the originals must be provided in due time (see deadlines below). Students may have benefits in the cases listed below

- Members of large family status (general or special)
- Students with disabilities
- Victims of terrorism
- Orphans of civil and military servants who perished in the line of duty

PART-TIME ENROLLMENT

Enrollment on a Ph.D. program usually requires full-time commitment. Exceptionally, and for justified reasons, the Academic Commission of your program may authorize part-time enrollment. Tuition fees will be adjusted accordingly.

STUDENTS STARTING Ph.D. IN MARCH

A reduced tuition fee will be applicable to students starting their Ph.D. studies in March (second semester). This fee is valid only for first enrollment.

E-MAIL ACCOUNT ACTIVATION. ACCESS TO Ph.D. MANAGEMENT AND AULA GLOBAL

Once your enrollment process is completed, your e-mail account must be activated. This is the main communication channel between the university and yourself, and allows you to receive notifications relevant to your training and perform administrative tasks. Incoming e-mails may be redirected to your personal account.

1. First of all, you will need to know your Student ID number (NIA). Please check it here.
2. With your NIA, please activate your account. You will need to click on the third option "In any other case".

KEEP YOUR USERNAME AND PASSWORD SAFE, AS THESE ARE REQUIRED TO ACCESS ALL UC3M ONLINE STUDENT SERVICES: Ph.D. MANAGEMENT AND AULA GLOBAL

Other features of your uc3m e-mail account

These are the most important ones:

Ph.D. Management (Gestión Doctoral) allows you to perform, among others, the following tasks:

- **Enrollment.** Annual submission of your Ph.D. enrollment.
- **Ph.D. monitoring.** Publication of your Research Plan (and updates) and activity log. The assessment of your progress by the Academic Committee is registered here.
- **Academic transcript.** Check your classes, credits and grades, as well as your personal data and academic background.

Aula Global makes communication easier for you and your Ph.D. supervisors and coordinators. Get access to notifications, teaching material, and guidelines in our virtual student classrooms.

Forgot your password? Retrieve or reset it at our Password Management service with your digital certificate, electronic ID or password retrieval method. In any other case, send an e-mail to caso@uc3m.es, attaching a scan of your ID or passport and your UC3M username.

VALIDATE YOUR ENROLLMENT

Once the enrollment process is completed, you must fulfill the payment of tuition fees and provide the following documents, either in person or through regular mail, at the Postgraduate Office in your campus (the first two were already attached to your application for admission). Certified copies are required in some cases. If you cannot have your copies certified in advance, provide these along with the originals and our administration staff will do it for free.

- **Certified copy** of your previous degree certificate (Master's or equivalent), or issuance receipt. *Not required for former uc3m students.*

- **Certified copy** of academic transcript of your previous degree (Master's or equivalent) with grades. *Not required for former uc3m students.*

- **Certified copy** of the certificate issued by your former university or institution stating that your previous degree grants access to PhD-level studies. *Not required for students from Spanish universities.*

    - If these three documents are issued by a foreign institution, they must be provided in either **English or Spanish** (with an official translation attached if necessary).
    - If your former institution is located outside the ***European Higher Education Area (EHEA)***, you are required to submit both **your degree certificate and academic transcript** legalized via diplomatic channels or the Apostille of The Hague Convention (when applicable). Please bear in mind that this procedure must be done at the **country of origin;** therefore**, it is strongly recommended to do it well in advance.**

      Find which legalization procedure applies to your country: Legalization of Foreign Degrees

- **Certified copy** of documents stating your exemption from tuition fees, when applicable. For instance, proof of financial aid programs or other deductions recognized by the Spanish Administration: Large Family status card, Disabled Identification Card, proof of exemption for victims of terrorist attacks (including their spouses and children) or children of civil and military servants who perished in the line of duty.

- **Ph.D. Written Agreement***, a document approved by all parties involved in the development of your thesis project (tutor, advisor, Academic Committee, and yourself) stating the fundamental rights and responsibilities within the framework of your project as well as any specific terms (such as confidentiality or copyright clauses, use of research results, conflict-resolution procedures, etc.), that may be relevant for the correct execution of your research. Subsequent annexes may be attached to the original document throughout your doctoral training period if necessary.

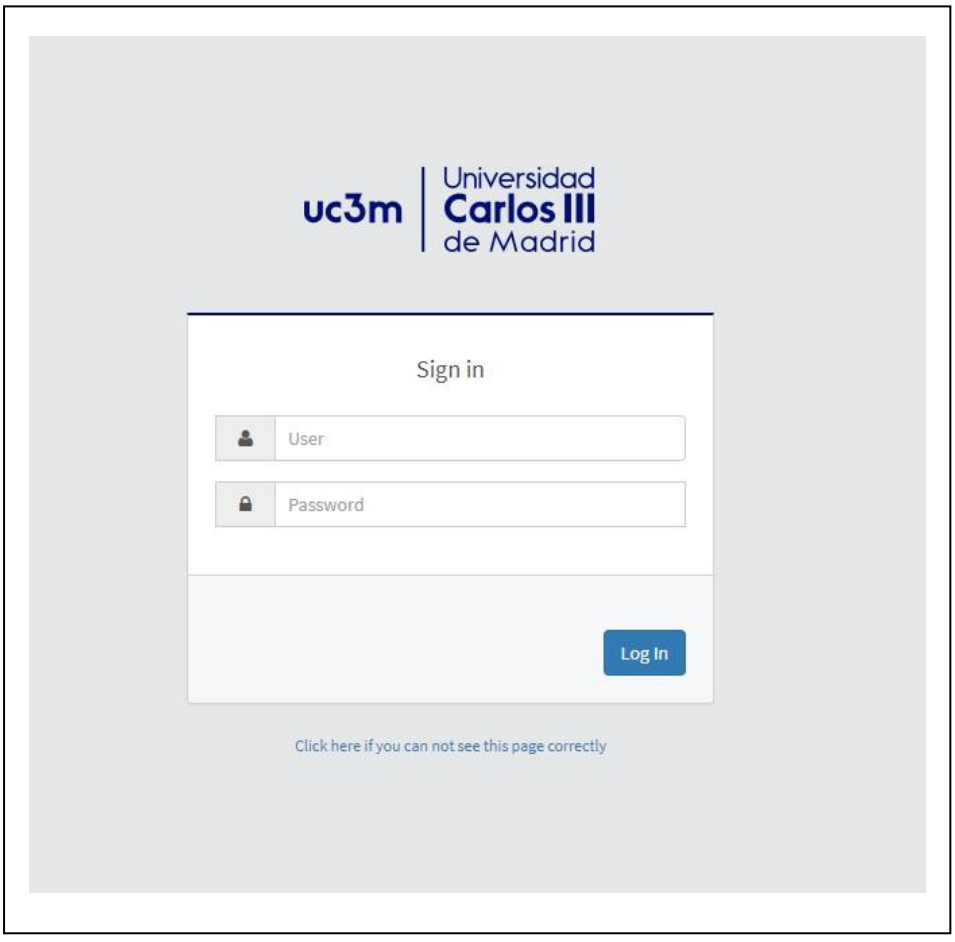
- **Ph.D. tutor and/or advisor designation*.** This document must be signed as well by all parties involved.

**Templates for the last two documents will be provided upon notification of your admission to the program. Otherwise, you may request these at the Postgraduate Office.*

Document submission deadlines: **November 30** (first semester) and **April 15** (second semester).

1.Self-enrollment

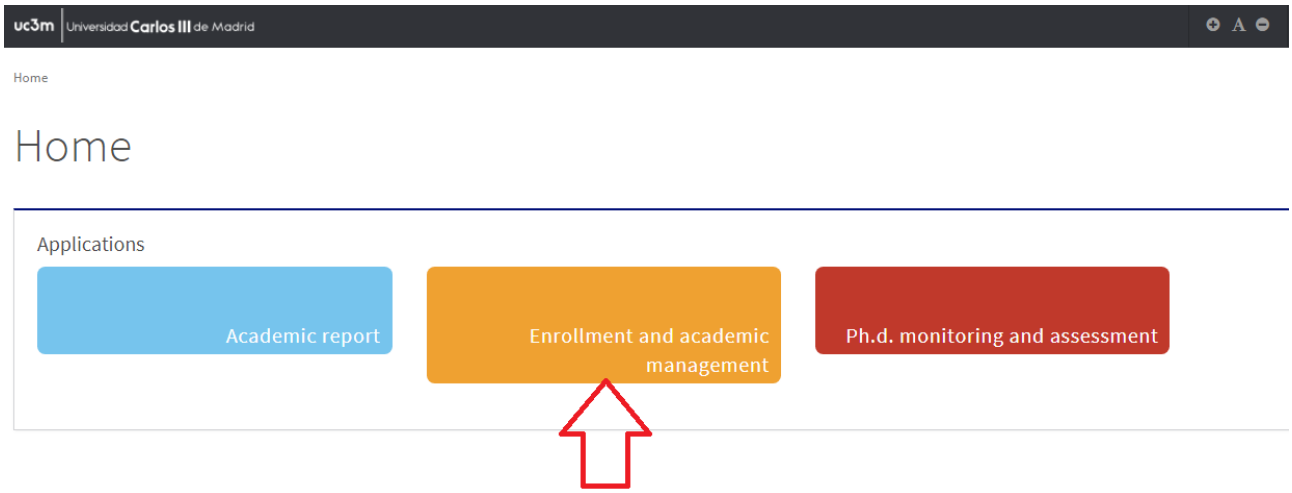
In this section we will guide you through every step of the actual enrollment process as previously explained above. Click here to sign in.



- **Username**: DNI/NIE/passport number without blanks. The document must be the same provided at the time of admission. Complete with zeros on the left if necessary.

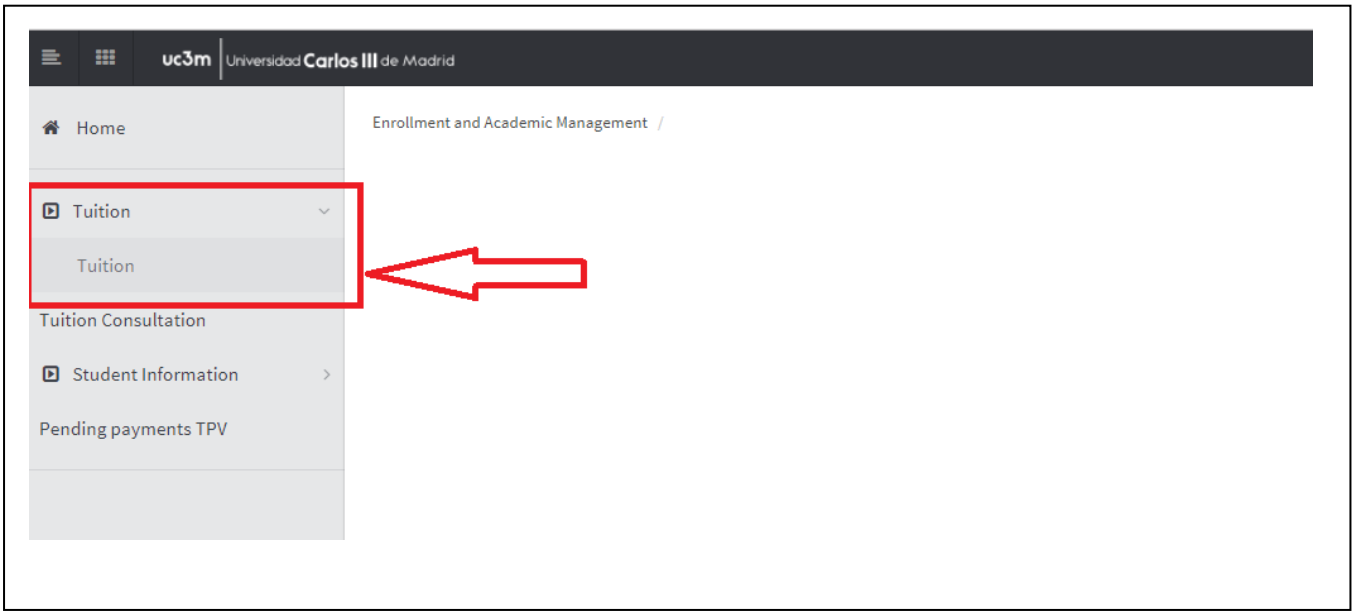
- **Password**: The one provided at the time of admission.

If you forgot your password, please send an email to caso@uc3m.es
Click on “Enrollment and academic management”

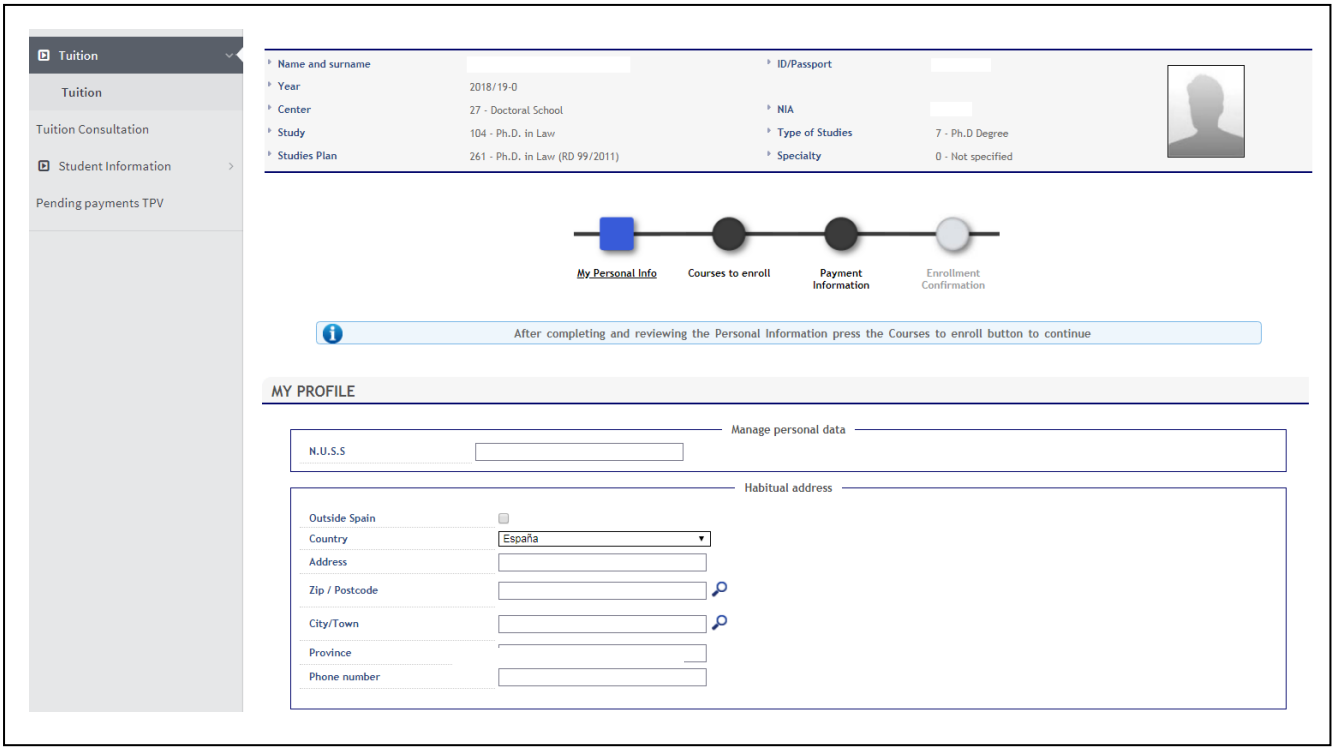


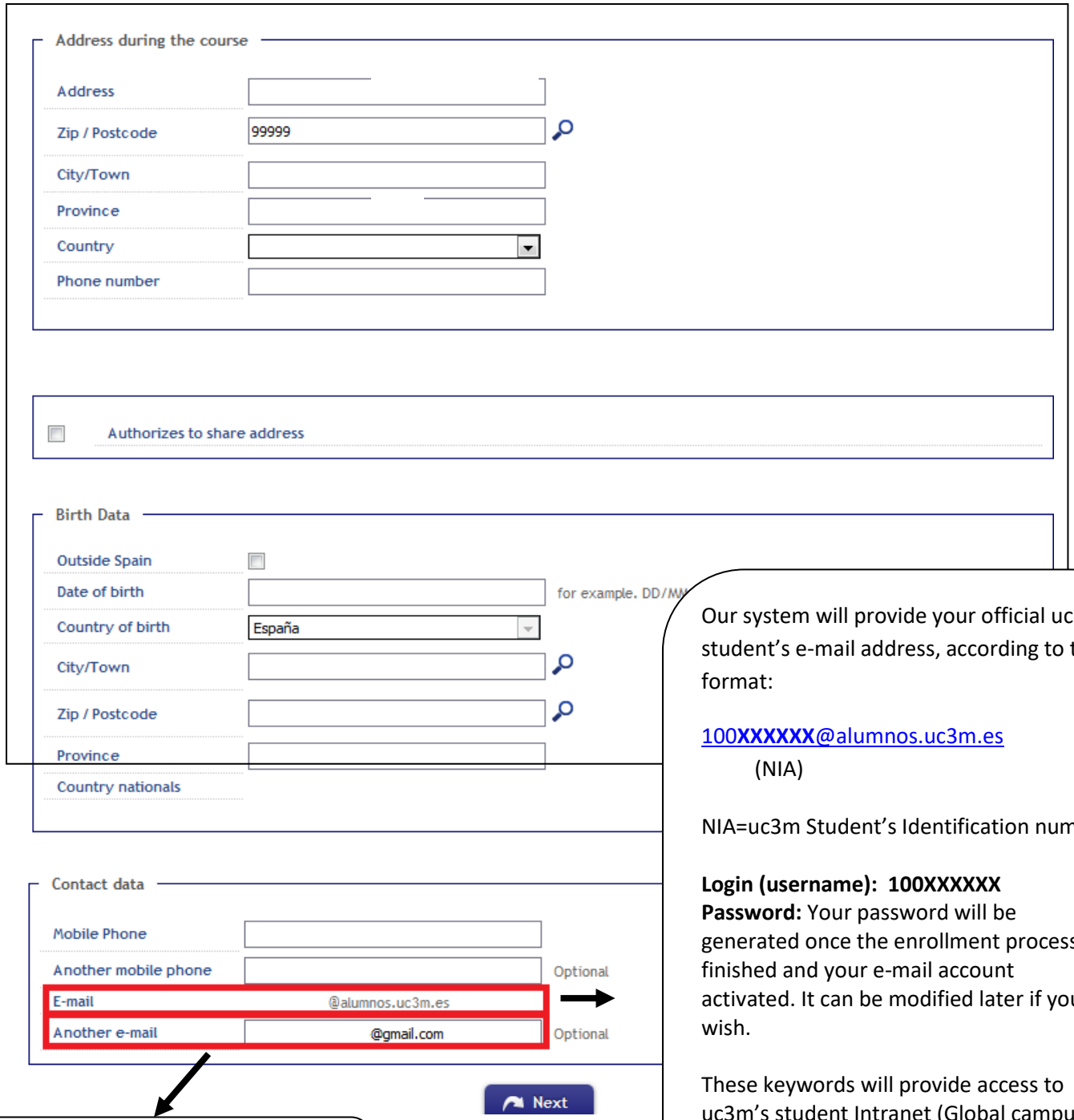
2.Personal data

Click on **Tuition** (upper line on the left), then select **Tuition** again in the drop down menu.



Please review your personal data available in our student database before proceeding any further. Enter or modify any info if necessary.


Tuition
Tuition
Tuition Consultation
Student Information
Pending payments TPV
Name and surname
ID/Passport
Year
2018/19-0
Center
27 - Doctoral School
NIA
Study
104 - Ph.D. in Law
Type of Studies
7 - Ph.D Degree
Studies Plan
261 - Ph.D. in Law (RD 99/2011)
Specialty
0 - Not specified
My Personal Info
Courses to enroll
Payment Information
Enrollment Confirmation
After completing and reviewing the Personal Information press the Courses to enroll button to continue
MY PROFILE
Manage personal data
N.U.S.S
Habitual address
Outside Spain
Country
España
Address
Zip / Postcode
City/Town
Province
Phone number



Enter your personal e-mail address here.

Once all fields are completed, click **Next**.

Our system will provide your official uc3m student's e-mail address, according to this format:

100**XXXXXX**@alumnos.uc3m.es
(NIA)

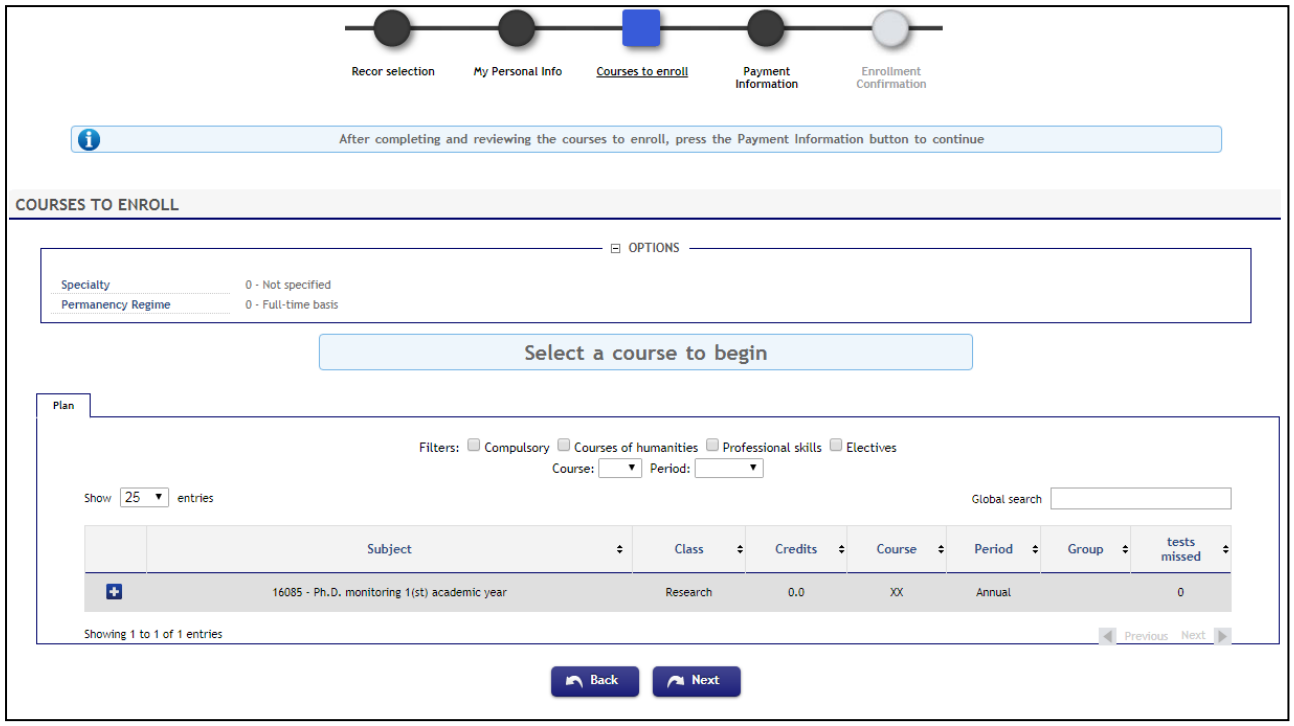
NIA=uc3m Student's Identification number

Login (username): 100XXXXXX
Password: Your password will be generated once the enrollment process is finished and your e-mail account activated. It can be modified later if you wish.

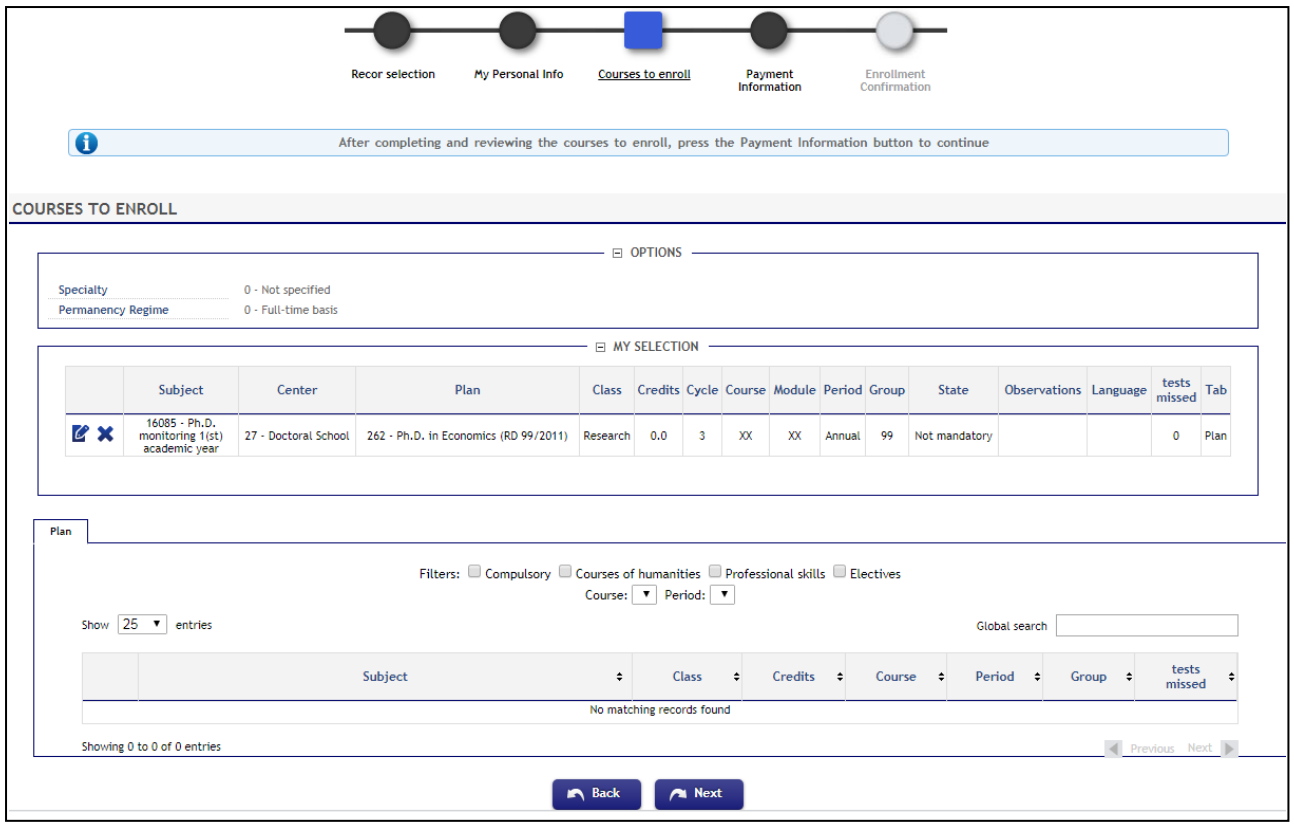
These keywords will provide access to uc3m's student Intranet (Global campus, Global classroom, and Virtual classroom) throughout your whole doctoral studies period. **Please write them down in a safe place.**

3. Course selection

Click on the "+" icon on the left to select the **"Ph.D. monitoring first academic year"** course.



The menu should now look like this:

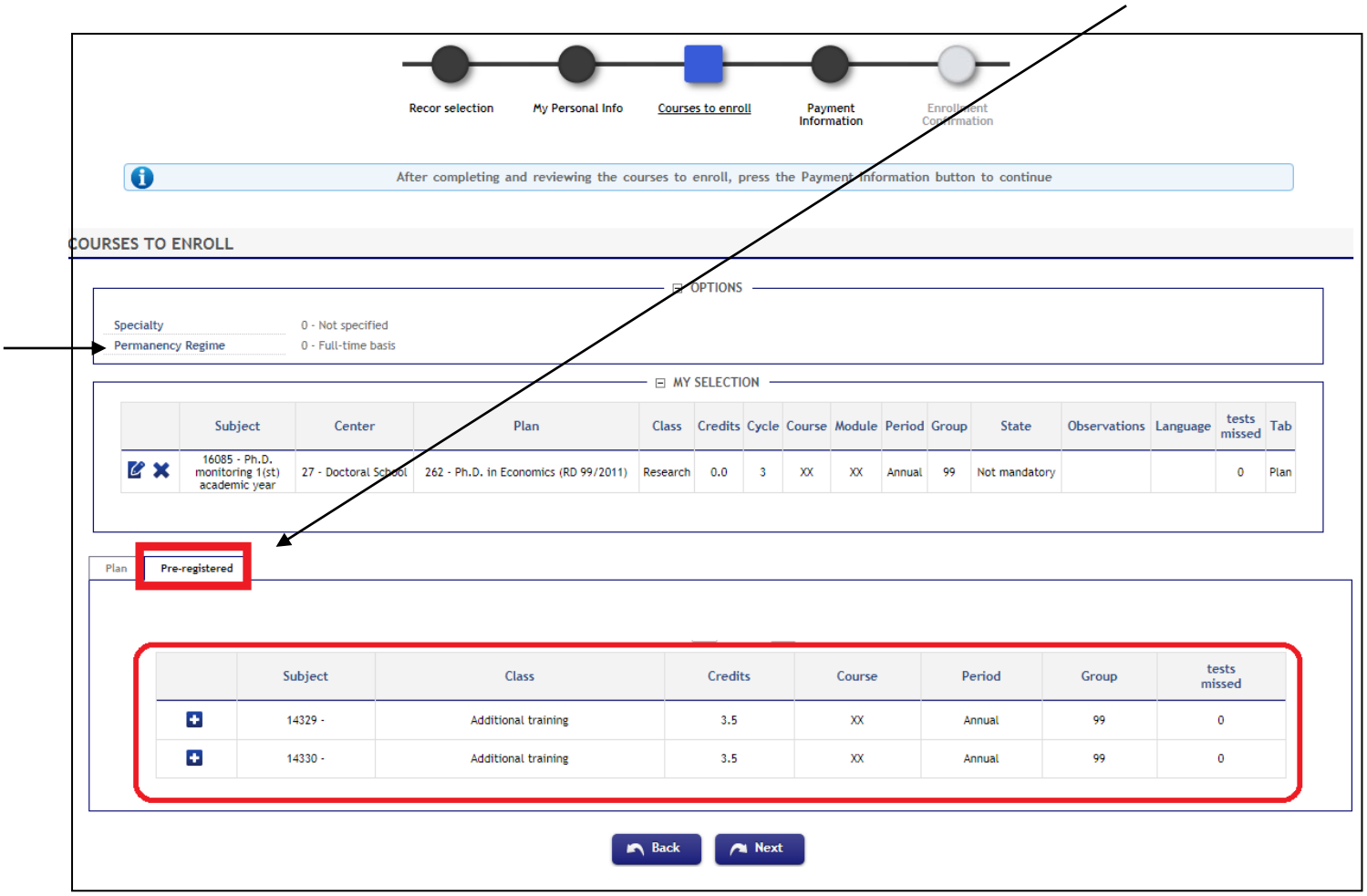


Part-time enrollment status:

Here you may check if your request for part-time has been approved.

Complementary training:

If the Academic Committee of your Ph.D. program deemed some complementary training as mandatory in your admission resolution, you must enroll in those courses here as well. They will be already listed in the *Pre-registered* tab, as shown below. You must select ALL courses by clicking on the icon.



Click **Next** to continue.

4. Payment information

In this section you must select a payment method for your tuition fees. Here's a reminder of the three different options available:

• **Bank deposit:** You can make your payment in any of Bankia or Banco de Santander's branch offices in Spain by presenting your tuition fees invoice (*abonaré*) within ten days of enrollment (*Further instructions on how to print your invoice on page 16 of this guide).*

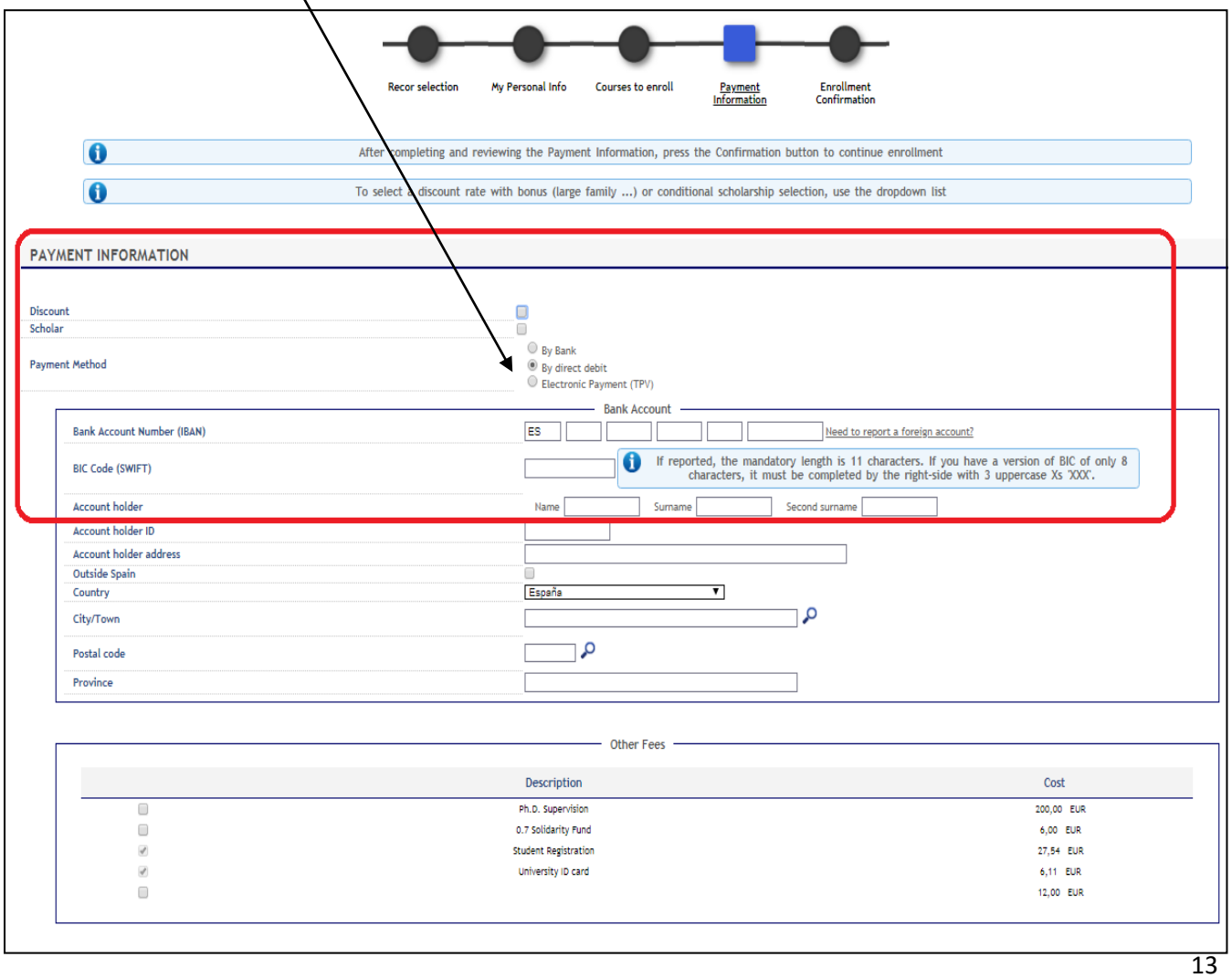
• **Direct Billing**: You must enter the bank account details where you wish the payment to be charged, as well as the personal details of the account holder. This option requires the account to be set up in a state member of the Single European Payments Area (SEPA) and have an IBAN code. Likewise, your current or term-time address must be within the SEPA zone, and be the same address you registered with us upon enrolling (in the "personal data" section). Direct billing is obligatory if you are applying for a MEC scholarship.

• **Virtual POS (credit/debit card):** If you do not have an account that meets the above requirements or just prefer to use your credit/debit card, you can pay via online card billing. The funds available in your card or its credit limit must equal at least the sum of your tuition fees. Otherwise, you can modify your payment option or cancel the enrollment procedure altogether by clicking on the *Disconnect* button.

Reduced tuition fees:

The "Discount" checkbox will be ticked if you qualify for reduced tuition fees (either through a part-time enrollment or a one-semester academic year starting in March).

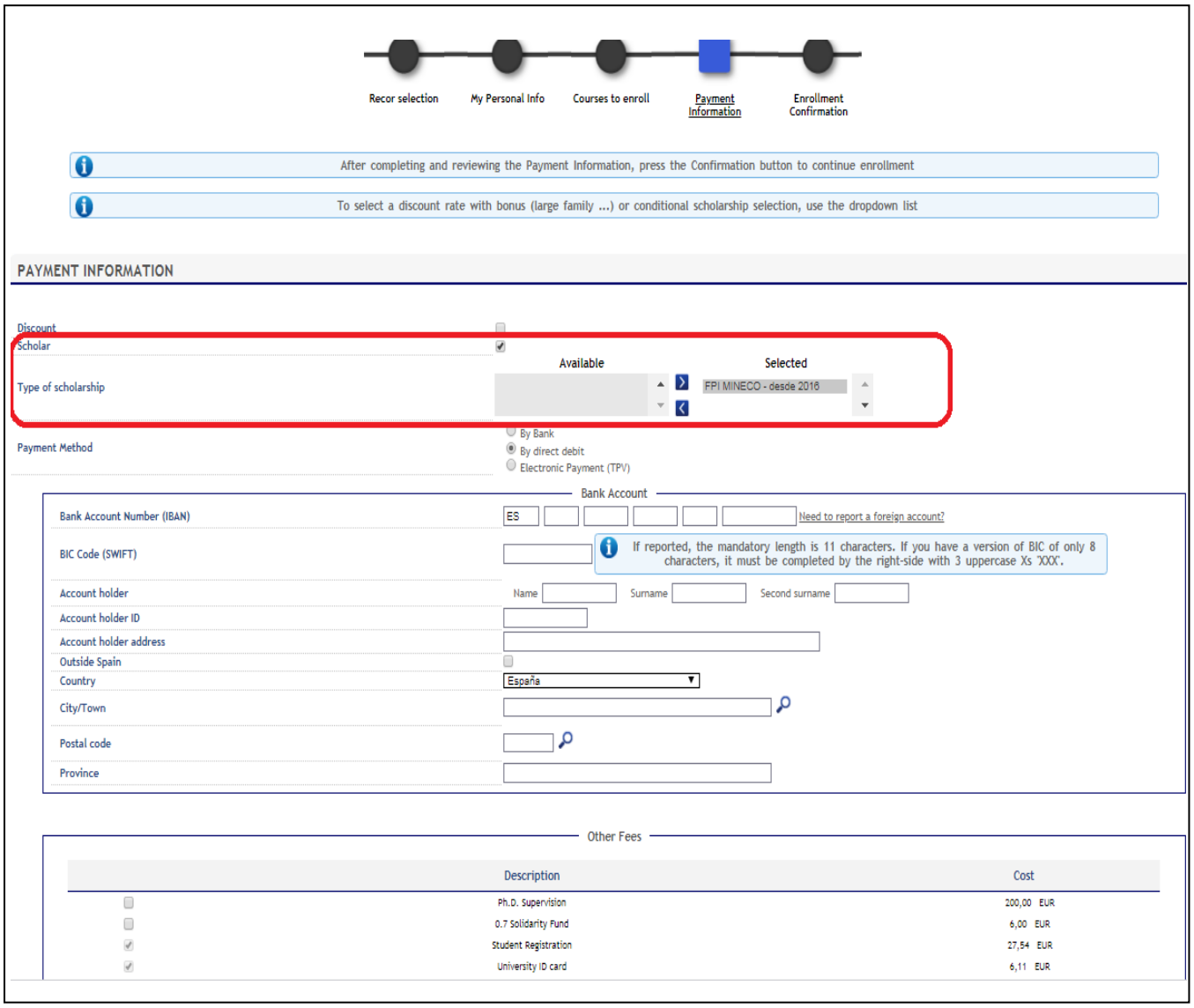
PLEASE NOTE: If you start your doctoral studies in March or applied for a part-time enrollment and our system shows otherwise, please contact the Doctoral School office in your campus or send an e-mail to gestiondoctorado@uc3m.es



Scholarships:

Likewise, for students with scholarship or financial aid program benefits, their “Scholar” and “Type of Scholarship” fields will appear already ticked.

PLEASE NOTE: We remind you that, prior to enrollment, you must inform uc3m’s administration office of any scholarship or pre-doctoral financial aid you may have applied for. If the information in our database regarding scholarships or fee discounts is not correct, please contact the Doctoral Shool office in your campus or send an e-mail to gestiondoctorado@uc3m.es

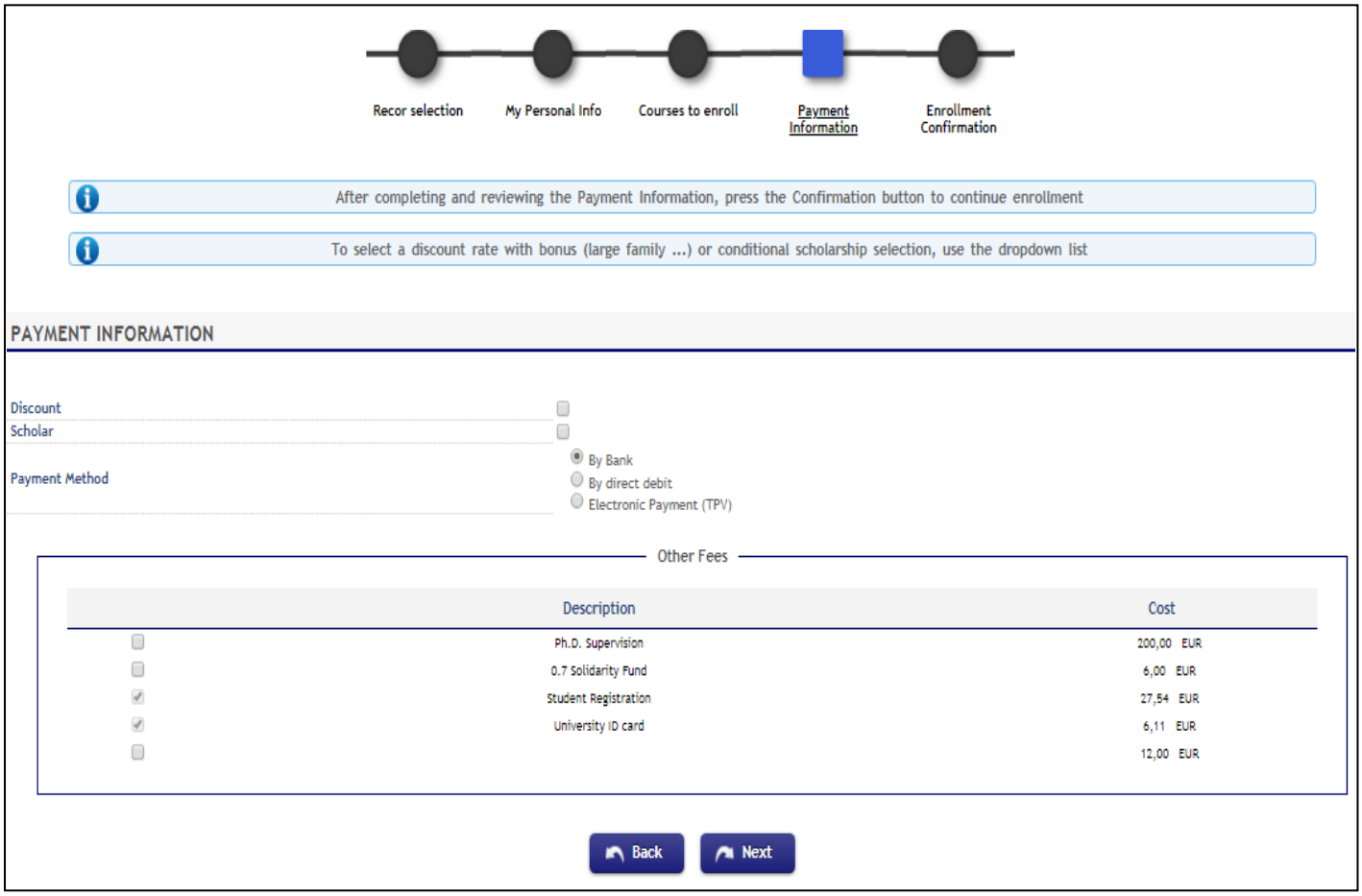


Please check all information carefully before choosing your preferred payment option: Bank deposit, direct billing, or virtual POS (credit/debit card).

Here is a detailed reminder of how to proceed with each of these methods:

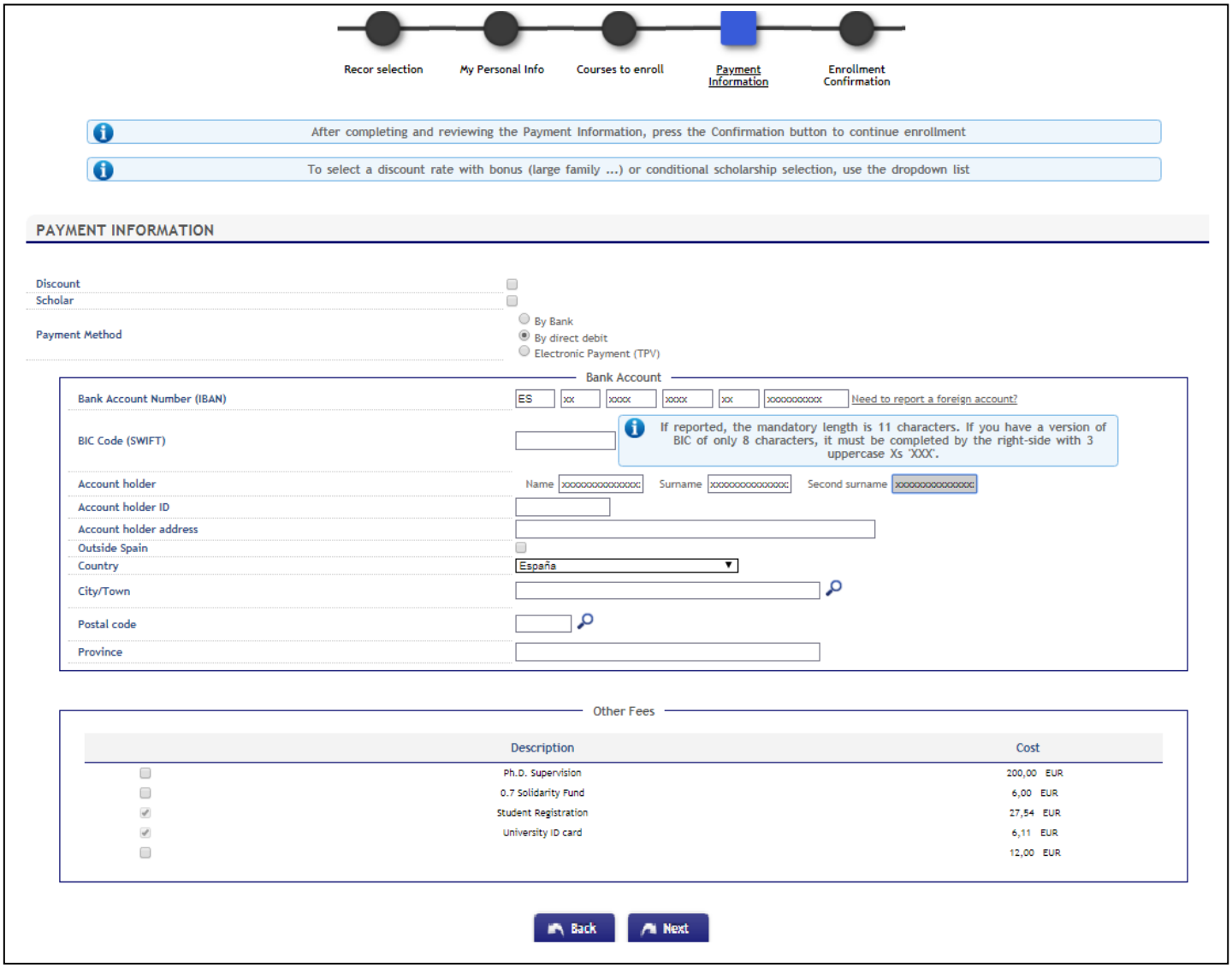
4.1. Bank deposit

If you wish to make your payment in person, please select the "By Bank" option and click **Next.** Our application will subsequently generate an invoice (*abonaré*) that you must present at any of Bankia or Banco Santander's branch offices in Spain within ten days of enrollment.



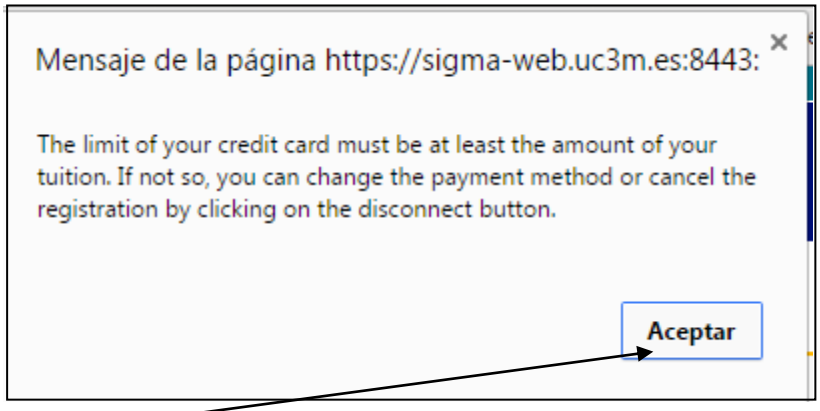
4.2. Direct billing

To make your payment online with no credit/debit cards involved, select the "Direct billing" option. Enter the details of the bank account where you wish your tuition fees to be charged, including the 24-digit (plus IBAN) code and holder's name.

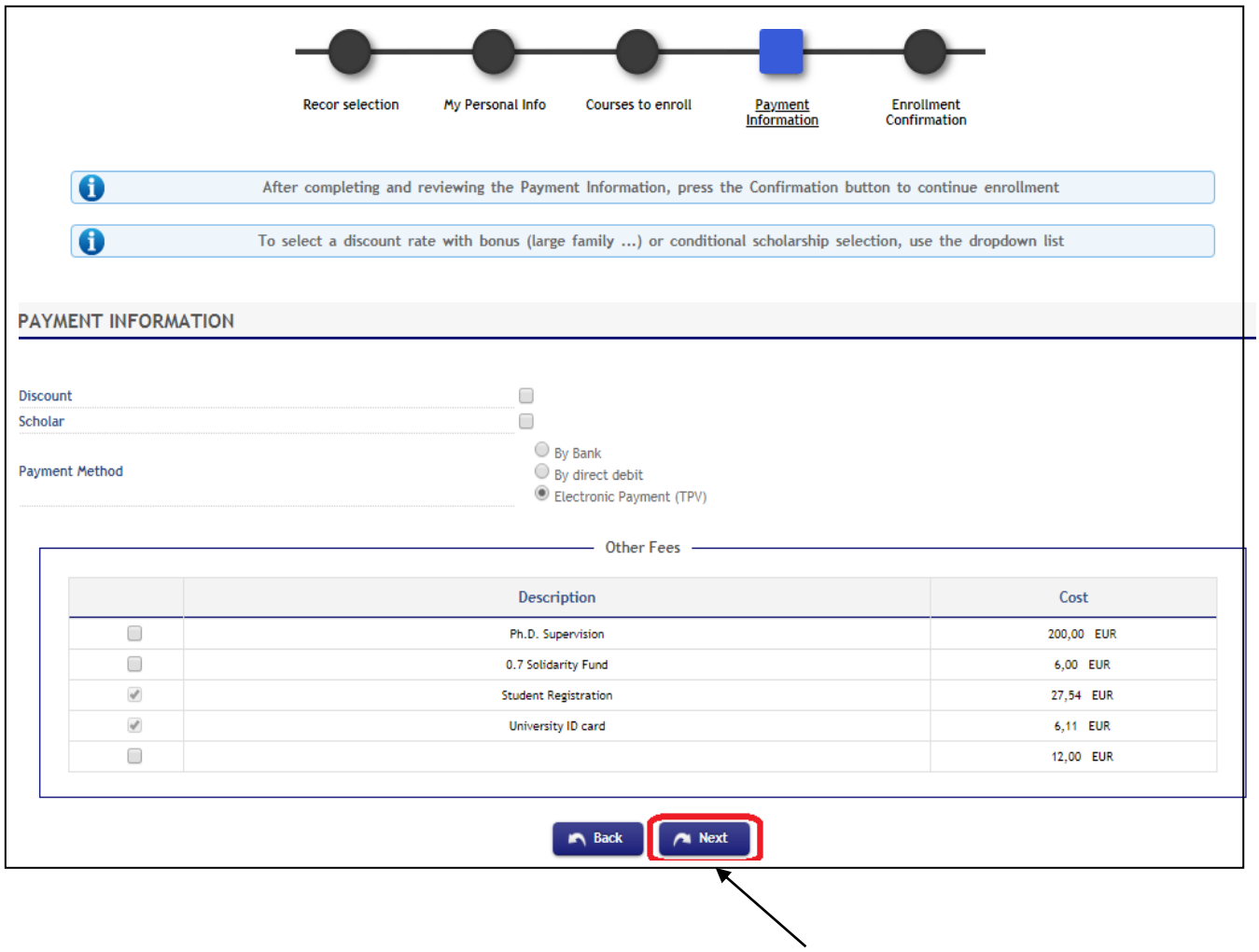


4.3. Virtual POS (credit/debit card)

If you chose to pay online by credit/debit card, a prompt message will first remind you to check that the funds available in your card or its credit limit equal at least the sum of your tuition fees. This is strongly suggested in order to prevent any issues that may affect your enrollment process.



Click on **Accept.**

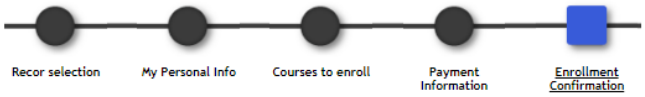


Select the Electronic payment (TPV) option and click **Next.**

4.4. Confirm your enrollment details

All information regarding the selected courses and total tuition fees will be summed up in your Provisional enrollment application**. Please check this carefully** before confirming your enrollment at uc3m.

For detailed information on tuition fees for academic year 2016-2017, click here.



After reviewing the summary of the registration information click the Confirm button

Enrollment Provisional Application

General Information

Authorizes dissemination of address	No
Highest course	0
Type of Plan	credits
Conditional intern student	No
Type of Discount	0 - Ordinary

Any scholarship of applicable discount (part-time / one-semester reduced fees) will be shown here

Academic Data

Code	Description	Group	Language	Period	Class	Course	Module	Cred	Consumed calls	Validated	Cod. P.I.
14329		99		0	Additional training	XX	XX	3.5	0	No	0
14330		99		0	Additional training	XX	XX	3.5	0	No	0
16085	Ph.D. monitoring 1(st) academic year	99		0	Research	XX	XX	0.0	0	No	0

Cred. Enro: Complementary: 7.0 Investigación: 0.0

Complement ary training courses (if required for admission) will be listed here

Administrative and Tuition Fees

Fees and Charges

Concepts	Units	Unit price	Cost	Total
Complementary Training Credits 1st Tuition	7.0	49,84 €	348,88 €	348,88 €
Ph.D. Monitoring	1.0	390,00 €	390,00 €	390,00 €
Total fees				738,88 €

Administrative Fees

Description	Cost	Total
Student Registration	27,54 €	27,54 €
University ID card	6,11 €	6,11 €
General administrative fees	6,11 €	6,11 €
Total fees		39,76 €

Registration total amount

Student KAROLINA KEDEVA with ID B0914421 must pay	778,64 €		
Registration total amount	778,64 €		
Deadline for payment	25/06/2018 to 05/07/2018	1st payment	778,64 €

Payment Method

Payment Method	By Bank
Printing date	25/06/2018

The registrations applied after the deadline and the ampliations of the registrations will be charged in the dates you can find at the payment's calendar. You can consult it at: http://uc3m.es/ss/Satellite/Postgrado/es/TextoMixta/1371212431964/

The extracommunitary students that prove having a valid residence permit will be charged the ordinary payment.

This enrollment will be done previously to the checking of the compliance of the academic rules by the students services. If any anomaly is found, we'll proceed to the anulation of the enrollment

Students' Personal and academic data will be included in the University's registration files, in Getafe (C/ Madrid # 126, 28903 Getafe - Madrid), administered by the university's Management office. The data will be used only for academic and administrative purposes, computer processes for academic registration, tuition fees, records storage, and examination records. The Universidad Carlos III de Madrid, pursuant to art. 116 c) of its statute, will publish course grades and transfer personal data to banks that collaborate with the university for the sole purpose of producing the university ID card and to Fundación Universidad Carlos III solely for activities authorized by the University. Students have the right to access, rectify, cancel data and to post grievances in writing to the Management of the University Carlos III of Madrid, C / Madrid, No. 126, 28903 - Getafe (Madrid), in accordance with articles 14 to 17 LO15/1999 of 13 December regarding the Protection of Personal Data and 6 article of law 8/2001 of July 13, on the Protection of Personal Data of the regional government of Madrid.

Back Confirm

Read the disclaimers and click **Confirm.**

5. Fulfill your payment

5.1. Bank deposit

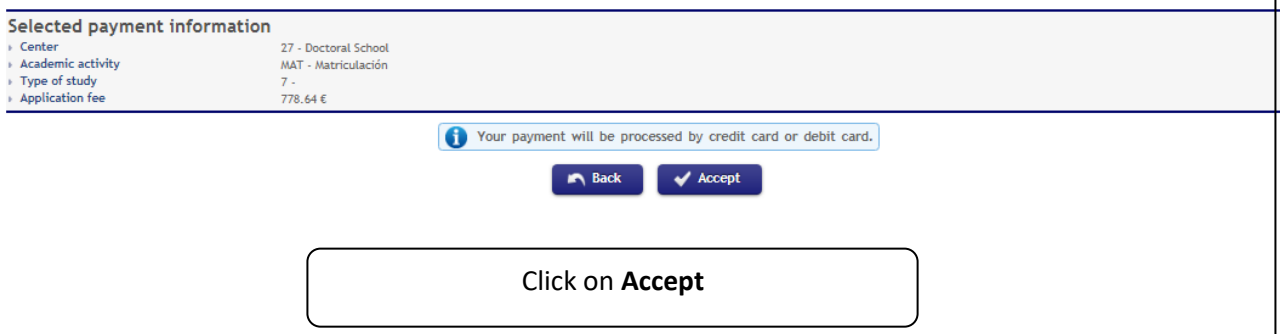
Once your enrollment process is completed, our system will generate an invoice required to complete the payment process in person at any Bankia or Banco de Santander branch offices within the Spanish territory.

5.2. Direct billing

uc3m will automatically charge your tuition fees to the provided bank account. No further procedure is needed.

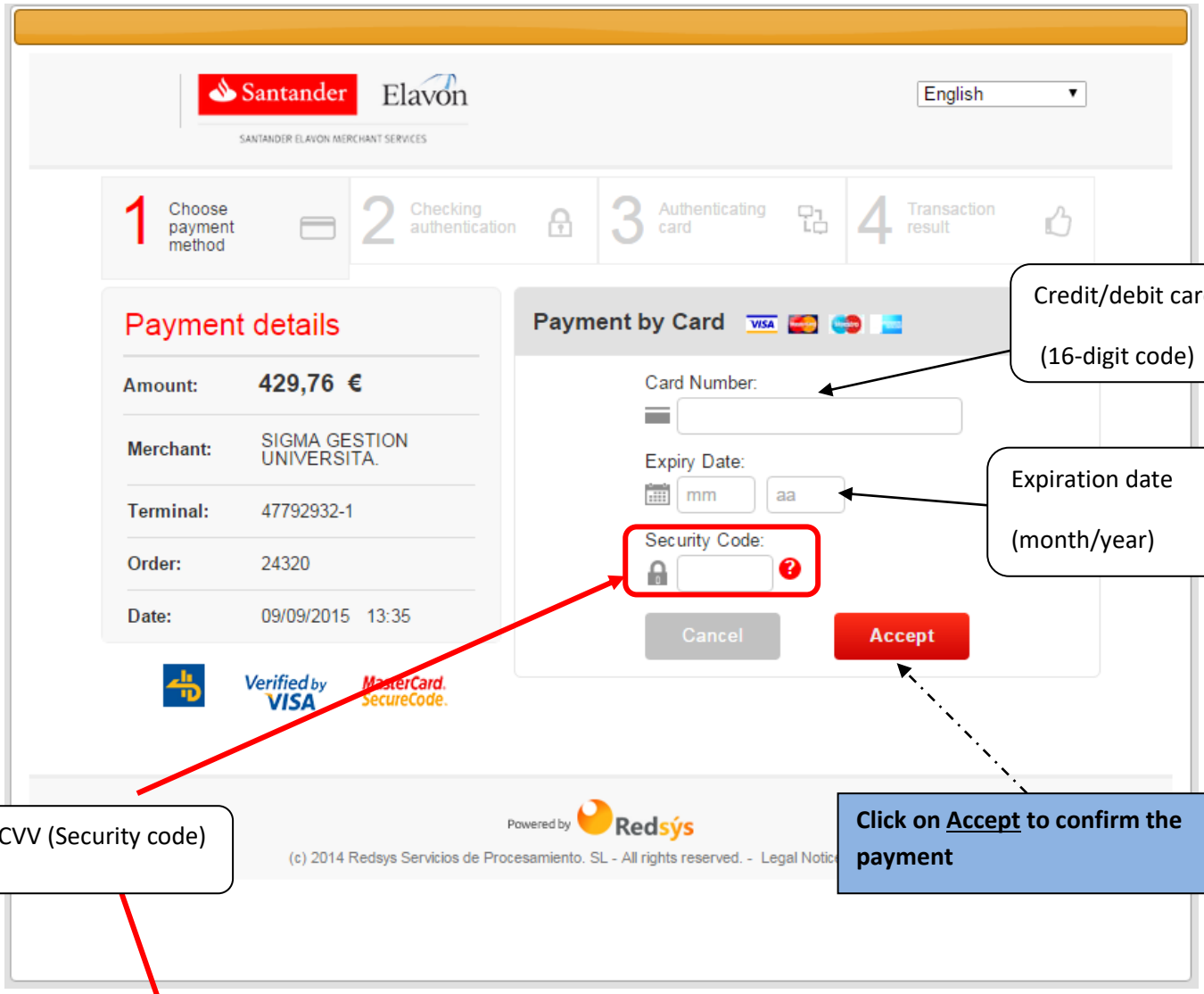
5.3. Virtual POS (credit/debit card)

The application will show all details of the amount due.

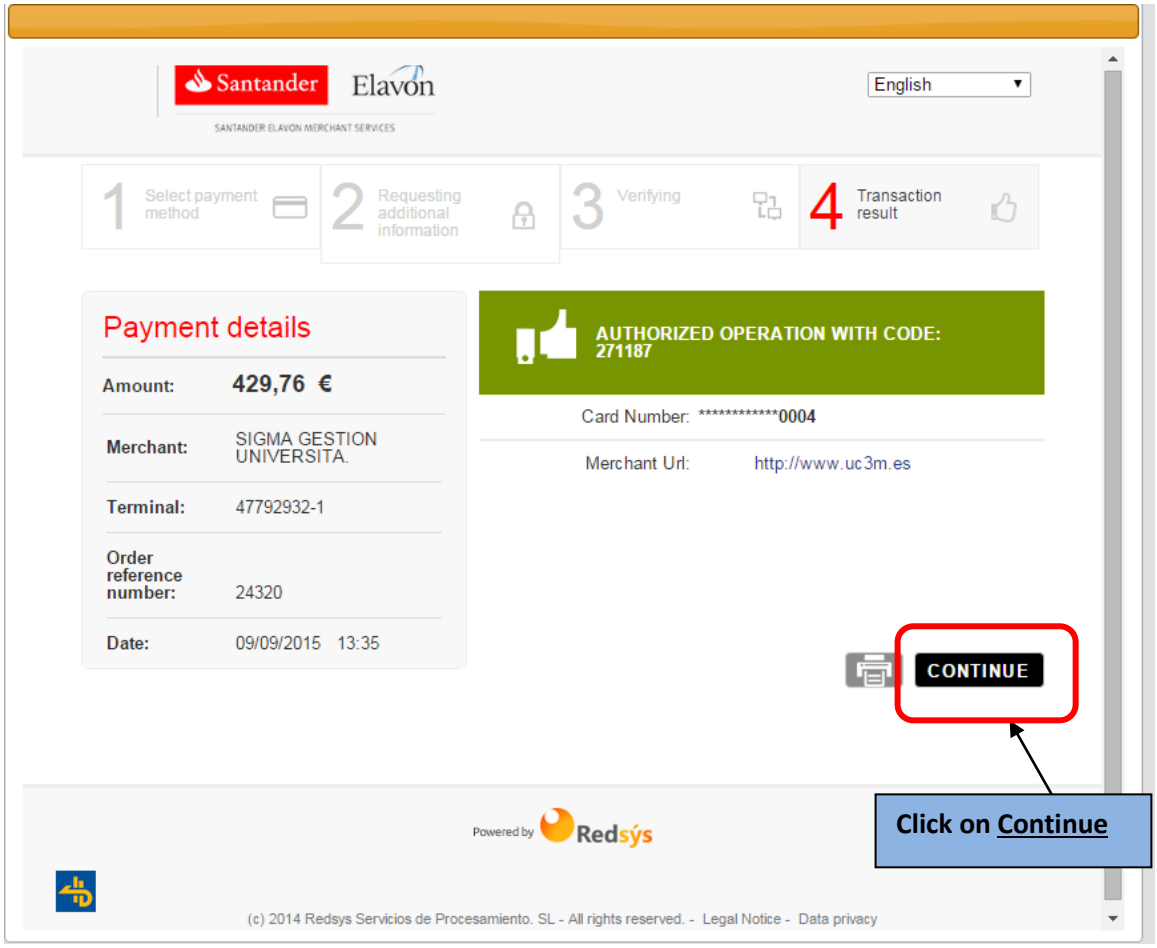


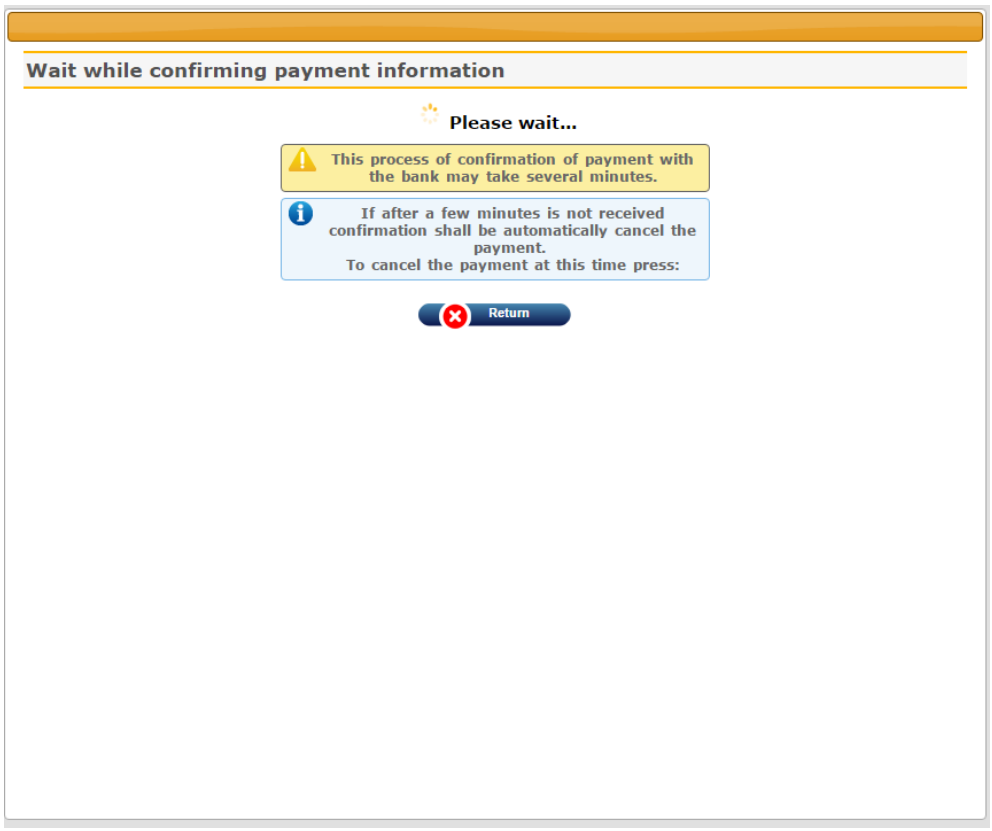
Click on **Accept**

You will be redirected to a secure payment gateway (virtual POS). Please enter the details of your credit/debit card.



Que es el Código de Validación (CodValid)?: es un código de tres cifras impreso en el reverso de las tarjetas Visa o Mastercard (para tarjetas Maestro no existe, en su lugar introduzca los tres últimos dígitos de la tarjeta). Este número aparece en cursiva en la parte superior del panel de firma (ver imagen).
En algunas tarjetas el número de tarjeta impreso en cursiva en el panel de firma no contiene 16 dígitos (puede haber solo 4), pero siempre estará seguido por el código de validación, que está formado por las tres últimas cifras a la derecha.
En las tarjetas American Express el código se compone de 4 cifras, en el frontal de la tarjeta (ver imagen inferior).


Santander
Elavon
SANTANDER ELAVON MERCHANT SERVICES
English
1 Select payment method
2 Requesting additional information
3 Verifying
4 Transaction result
Payment details
Amount: 429,76 €
Merchant: SIGMA GESTION UNIVERSITA.
Terminal: 47792932-1
Order reference number: 24320
Date: 09/09/2015 13:35
AUTHORIZED OPERATION WITH CODE: 271187
Card Number: **********0004
Merchant Url: http://www.uc3m.es
CONTINUE
Click on Continue
Powered by Redsys
(c) 2014 Redsys Servicios de Procesamiento. SL - All rights reserved. - Legal Notice - Data privacy


Wait while confirming payment information
Please wait...
This process of confirmation of payment with the bank may take several minutes.
If after a few minutes is not received confirmation shall be automatically cancel the payment.
To cancel the payment at this time press:
Return

Our system will show a payment confirmation message. Click on **Continue**.

PLEASE NOTE: If the payment procedure has not been successfully completed, you must enter the application again and click on “Trámite de pago por TPV” (Virtual POS payment) on the left menu.

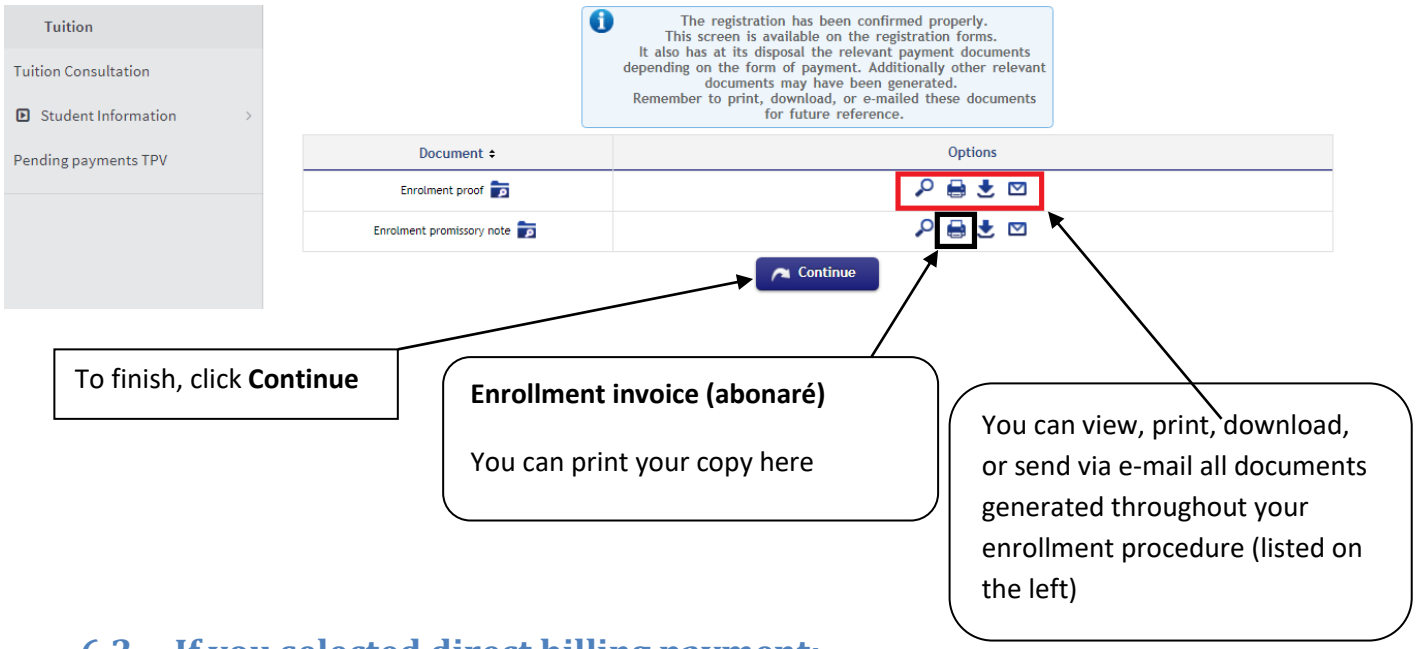
Select the academic year, then click **Search**.
Select the pending payment you wish to pay by credit/debit card.
The payment gateway will show again. Re-enter the details of your card and click **Accept**.

6. Enrollment receipt and information on your Ph.D. studies

Once your enrollment is confirmed, our application allows you to view, print, download, or send your enrollment receipt via e-mail. According to your preferred payment method, you must proceed as follows:

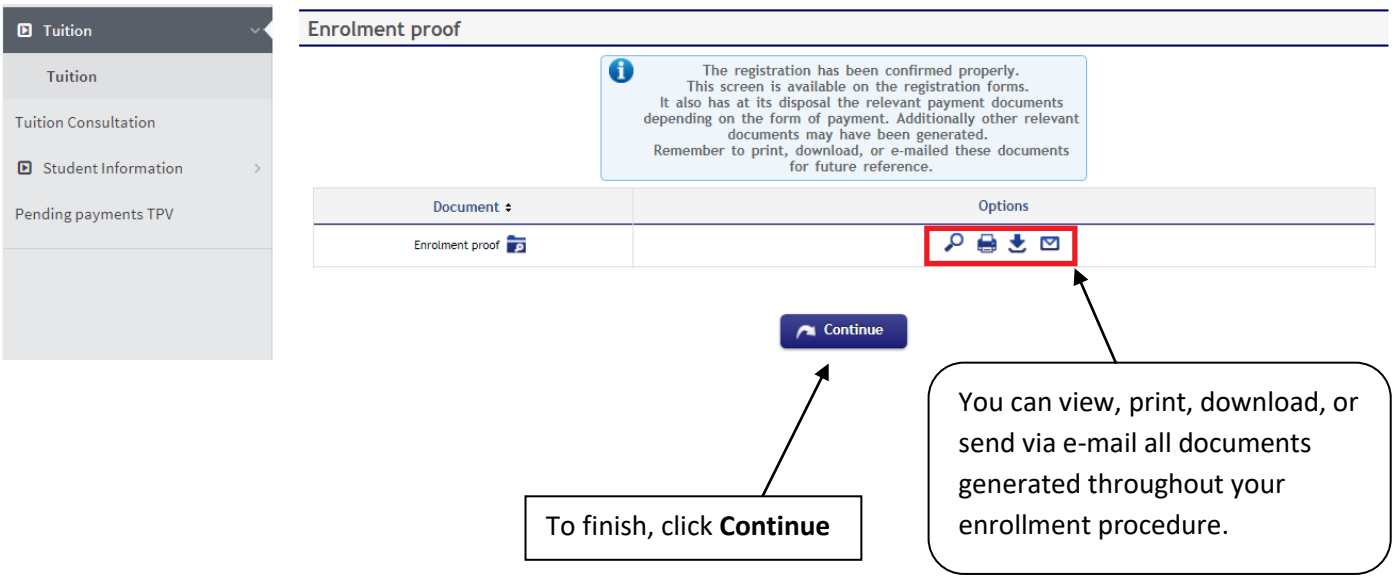
6.1. If you selected bank deposit payment:

Download and print your invoice to fulfill the payment in person at any Bankia or Banco Santader's offices in Spain.



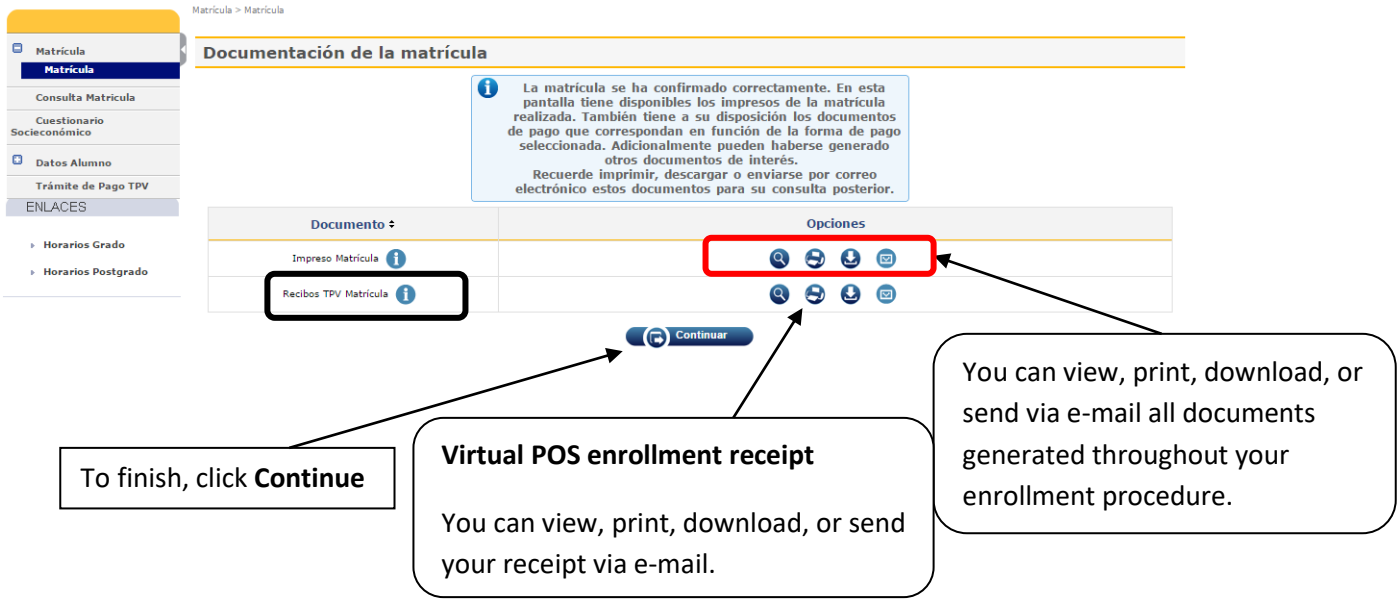
6.2. If you selected direct billing payment:

uc3m will automatically charge your tuition fees on the provided bank account. No further procedure is needed. To finish, click ***Continue***.



6.3. If you selected virtual POS (credit/debit card) payment

uc3m will automatically charge charge your tuition fees on the provided credit/debit card. No further procedure is needed. To finish, click **Continue**.



7. Document validation for new Ph.D. students

As stated earlier on page 7 of this guide, you must now submit **certified copies** of the original documentation requirements to the Postgraduate office in your campus, either in person or via regular mail. Some of these documents are the same you already uploaded to apply for admission:

- Degree certificate required to access Ph.D. level studies (Master's degree or equivalent), or proof of payment of certificate issuance fees. In the case of international degrees, this document must be submitted in English, original or translated **(certified copy).**

- Official transcript of your academic history (with grades). In the case of international degrees, the document must be submitted in English, original or translated, as well **(certified copy).**

Other documents you must submit now that were **not** required at the time of admission:

- Valid proof of eligibility for any exemptions and discounts on tuition fees (for example, documents regarding scholarships or large family status card) **(certified copy).**

Deadlines for document submission:

Students starting their doctoral studies on November 15th:
Deadline: November 30th

Students starting their doctoral studies on March 30th:
Deadline: April 5th

8. University student card

What is TUI?

TUI is the University Smartcard; it's issued **free of charge** in collaboration with Banco Santander. It can be used to **identify** members of the University Community and it also offers a range of services, both within the University and beyond.

More information:
http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371217941011/Tui