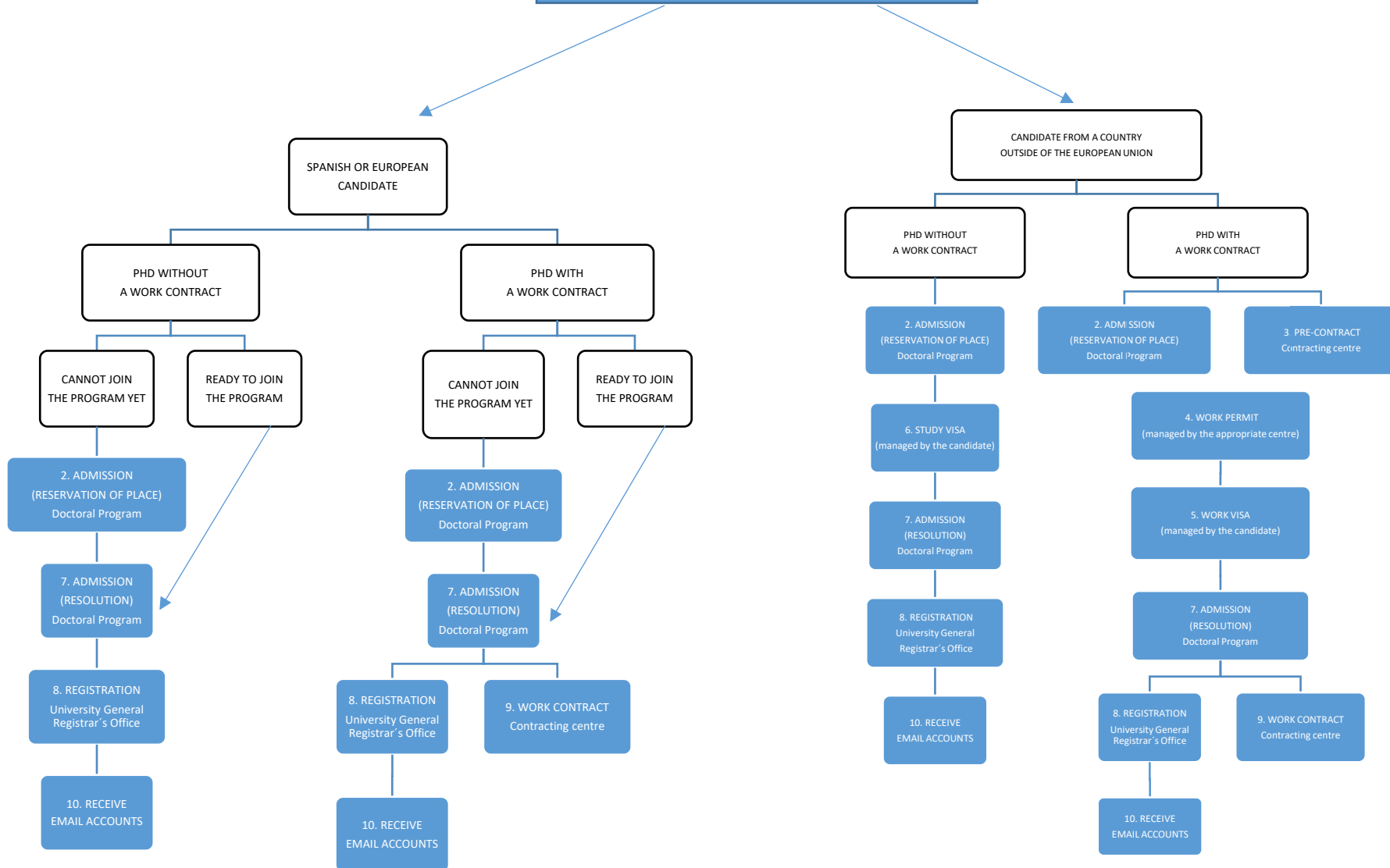


QUICK GUIDE TO PhD ADMISSION AT COMILLAS

1. SELECTION OF THE DOCTORAL PROGRAM AND THESIS DIRECTOR



1. CHOICE OF DOCTORAL PROGRAM AND THESIS DIRECTOR

Candidates who meet the [requirements for access](#) to the program contact the program coordinator to check that:

- The subject of their thesis is compatible with the lines of research of the program.
- An expert Doctoral supervisor is available for the possible direction of their thesis.

2. ADMISSION (RESERVATION OF PLACE)

Candidates must apply for admission on the Doctoral program at www.comillas.edu/admisiones. If they are not yet able to join it (for example, if they do not have the required documentation yet, if they are not yet in Spain because they need to apply for a visa, if they need to apply for a study grant before formal admission, etc.), the Academic Committee can grant them a reservation for a place, in which case, candidates receive an email with information on how to pay the corresponding fee, which will be deducted, at a later date, from the registration fee.

3. WORK PRE-CONTRACT

Candidates must contact the contracting department to complete the process for hiring. For more information, please contact:

- Aurora Clemente, Human Resources, atclemente@comillas.edu
- Cristina Ruiz, crisrina@comillas.edu (Doctoral Programs in Engineering and contracts with the “IIT”, the Institute for Technological Research)

4. WORK PERMIT

Non-EU candidates who will be carrying out Doctoral work with a contract need a Work Permit to enroll in their studies. For more information, please contact:

- Aurora Clemente, Human Resources, atclemente@comillas.edu
- Cristina Ruiz, crisrina@comillas.edu (Doctoral Programs in Engineering and contracts with the “IIT”, the Institute for Technological Research)

5. WORK VISA

Non-EU candidates who will be carrying out Doctoral work with a contract need a Work Visa to enroll in their studies. For more information, please contact:

- Aurora Clemente, Human Resources, atclemente@comillas.edu
- Cristina Ruiz, crisrina@comillas.edu (Doctoral Programs in Engineering and contracts with the “IIT”, the Institute for Technological Research)

6. STUDY VISA

Non-EU candidates who will be carrying out Doctoral work need a Study Visa to enroll in their studies. The procedures to be carried out can be consulted [here](#). For more information, please contact Marta Albacete: albacete@comillas.edu

7. ADMISSION (RESOLUTION)

- If candidates are ready to join the program, they must apply for admission at www.comillas.edu/admissions, providing the required documentation for each particular case. (If they are not yet ready to enroll, the Academic Committee can grant them a reservation for a place before the period of Doctoral Studies begins, at the time of the resolution of admission).
- If candidates have already been granted a reservation for a place, it is sufficient to provide the documentation required for each program to continue the process of admission.
- If candidates are admitted, the Academic Committee of the program issues the [Proposal for Admission \(model 1\)](#) at that time, assigning a Director; a Tutor, in case the Director does not belong to the School or Faculty professorial/research personnel of the program; and the Complements for Training, which must be completed, depending on the case of each particular student.
- The Vice-Rector assesses the proposal for admission and the Rector makes the final decision. Candidates receive the decision on admission by email and post, which they can also download from the [Application Portal](#).

8. REGISTRATION

Once admitted, candidates receive an email informing them of how to complete their registration and pay the corresponding semester fees. Subsequently, they will have to renew their registration every semester until their thesis defence is authorised.

9. WORK CONTRACT

Candidates must contact the contracting Department to complete the process for hiring. For more information, please contact:

- Aurora Clemente, Human Resources, atclemente@comillas.edu
- Cristina Ruiz, crisrina@comillas.edu (Doctoral Programs in Engineering and contracts with the "IIT", the Institute for Technological Research)

10. RECEIVING EMAIL ACCOUNTS

- Once the registration process is completed, students receive by email - at the address provided on their application form for admission - the access codes to their student email account, which is formed by their numerical academic code, followed by the domain @alu.comillas.edu. It is essential that students consult this account, since all academic information will be sent exclusively to this address.

- In addition, all Doctoral students will receive, via their student email, the information necessary to access a second email account for "PDI" (Research Teaching Personnel, or PDI, from the abbreviation in Spanish). That is to say, they will have two personal university emails, although one can be redirected to the other. All activities carried out throughout the Doctoral Program must be registered through the [iPDI portal](#), by accessing it with the PDI password, and following the instructions in the [Student Guide for the Management of Doctoral Activities](#).