



WELCOME PACKAGE

DOCTORAL STUDENTS



Universidad
de Navarra

WELCOME!

to the University of Navarra



The Doctoral School welcomes you to the University of Navarra.

This guide is designed to facilitate PhD student's arrival at the University of Navarra. The information presented bellow was prepared by compiling PhD student's most frequently asked questions with the aim of helping students during their first few days at the university.

For more information, go to our website:
<https://www.unav.edu/en/research/doctoral-school>

We will be happy to assist you,

Yours faithfully,

The Doctoral School



Universidad
de Navarra

THE DOCTORAL SCHOOL



President: Paloma Grau Gumbau - Vicepresident of Research

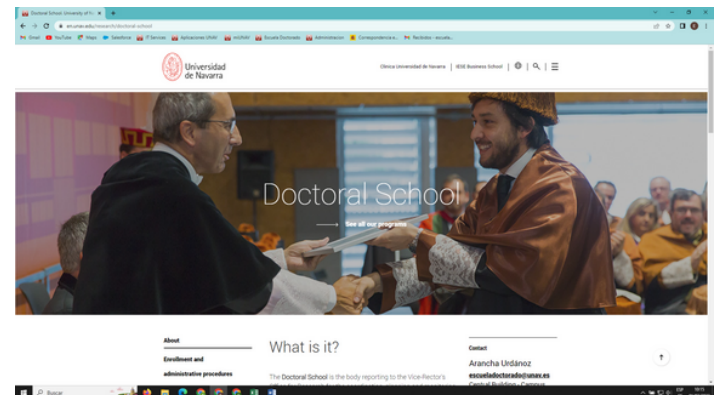
Executive Director: Pilar Recalde

Contact:

Arancha Urdániz
Central Building - Campus Universitario
31009 Pamplona
Spain

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escueladoctorado@unav.es

Range of Doctoral programs





Admission process

Submission Deadline:

The University of Navarra academic year begins on
1 September and ends on 31 August.



**The deadline for applying
for admission in the
academic year 2023-2024
is 31st January 2024.**

Before starting the administrative procedures for admission to the doctoral program, we recommend contacting the **Coordinator** of the relevant doctoral degree program to specify the dissertation topic and supervisor. Some Phd programs like **Nursing, Medicine, Education and psychology** or **Organizational Governance and Culture** have their own deadline.



Process:

Online admission
application

Arancha Urdániz -
escueladoctorado@unav.es

Candidates must pay
65 euros in
processing fees.

Once all the
documentation has been
provided it is send to
the doctoral
programme's Academic
Committee.

Help manual for the application for a Phd program admission:





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Enrolling in the Doctoral Programme



Information to
bear in mind when
enrolling in
doctoral studies

Where?

- Office of the Registrar.
- Self-enrolment section of the myUNAV portal.



How?

Students must sign in with their personal password. They should then carry out the self-enrolment process with the help of the program.

Questions about the enrolment process:



00 34 948 425 611



9:30 to 13 h. and 15:30 to 17:00 h.
(Monday to Friday)



posgrado@unav.es





Doctoral Programme Enrolment Costs: academic year 2023-2024

Registration in the period the doctoral dissertation is
undertaken:

1.535 euros



95 euros Administration fees

Complementary education / training period:

Medicine, Pharmacy, Nursing,
Science, Economics and
Business Administration,
Architecture, Engineering

.....

234 euros per credit

Law, Humanities and Social
Science, Communication, Schools of
Ecclesiastical Studies

.....

213 euros per credit

Dissertation defence

.....

760 euros

Doctoral degree

.....

410 euros

Those defending doctoral dissertations from 1 September to 31 December must also enrol, although the only have to pay the administration fees, since they are exempt from the registration fee. If they pay any amount, this will be used for registration of the dissertation defence, which must be paid a few days before the planned defence date.



Doctorate Administrative processes:



Signing the Commitment to Provide Student-Monitoring Documentation:

- Upon formalization of enrolment, the Doctoral Programme Coordinator will ensure that both the Dissertation Supervisor and the doctoral student sign several copies of the document: one will be upload by student to portal MiUnav and one for the Thesis Supervisor(s).

Form: commitment to Provide Student-monitoring Documentation



Research Plan:

- Doctoral students, with the approval of their Dissertation Supervisor and the director of the department in which they are due to undertake their dissertation, should request approval of their research plan from the Administrative Office of your Faculty within a period of not more than eight months from initial enrolment.

Form



Activity Log "Porfolio" tool:

- The University has a software application that allows students to enter all training activities undertaken throughout the degree. Students must share its content with their Dissertation Supervisor and certain authorized users, who may also propose activities (the Doctoral Programme Coordinator, the School's Management Committee, etc.). It offers the option of exporting data to a PDF file, which will be used to set up the student's Activity Log.

Access to the application





The Dissertation Supervisor's Assessment:

- **Annual assessment** of the doctoral student's research plan and activity log.

Form: Annual assessment



Monitoring process:

Art 11.7, RD 99/2011

The Academic Committee will conduct an annual assessment of the following documents:

- A report from the Dissertation Supervisor on the activity undertaken by the doctoral student.
- Activity Log.
- Research Plan submitted by the doctoral student.

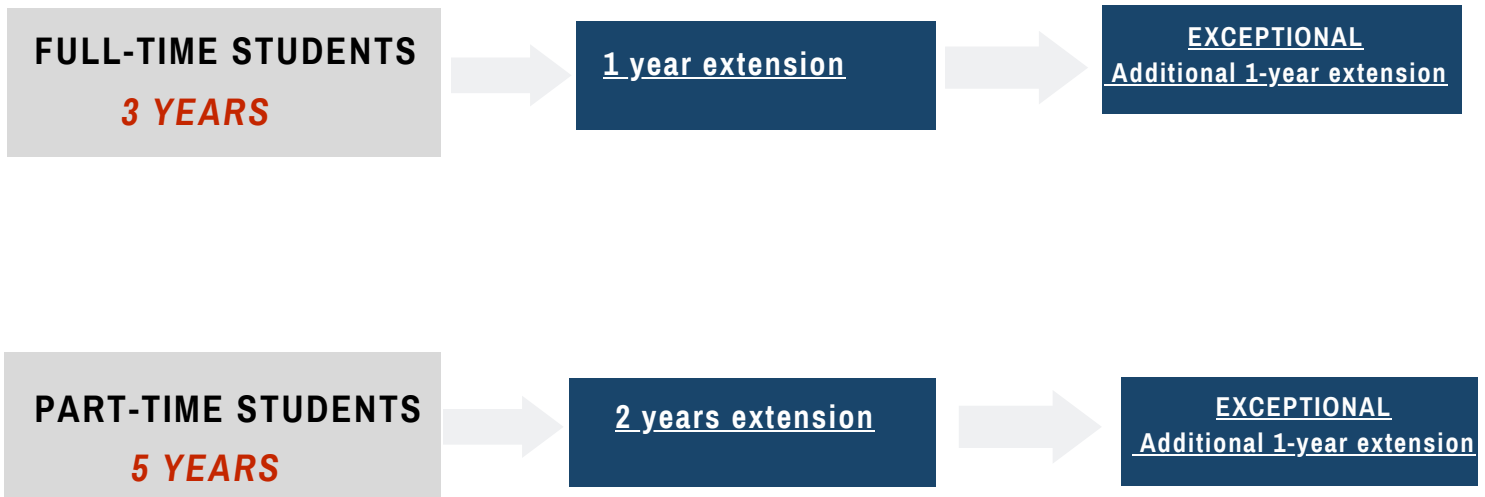
A positive assessment is a prerequisite for continuing in the programme. In June each year, following the Academic Committee's assessment, the programme coordinator will provide a list of students on the doctoral programme to receive a "pass" or "fail".



Time to Doctorate:



Period for Dissertation Defence:



The period begins on the date students initially enrol and ends on the date their dissertation is deposited. Upon request, sick leave, pregnancy leave and any other grounds provided for by current regulations will be taken into account and deducted.



Industrial Doctoral Degree:

The Industrial Doctoral Degree involves the completion of a doctoral dissertation within the framework of a company research project that falls within one of the research areas of a doctoral programme offered by the University.

Before a student can be admitted, a partnership agreement must be signed by the company and the Doctoral School, depending on the model established.

Contact:
Xavier Tapias
xtapias@unav.es
(948-176748).



International joint dissertation supervision:

The back of the doctoral degree certificate will include the information **“Dissertation jointly supervised with University U”** when the following conditions are met:

a) The doctoral dissertation has been supervised by **two or more PhD holders** from **two universities** (one Spanish and one foreign), as formalized in a **joint supervision agreement**.

b) During the training period required to obtain the doctoral degree, the student must have spent **at least six months** at the institution with which the joint supervision agreement was established, carrying out research work, either in a single period or over several periods. Supervised internships and activities will be listed in the joint supervision agreement.

Before a student can be admitted, a **Joint Supervision agreement** must be signed by both universities.



International Doctoral Degree:

Once students have defended their dissertation, they may request the “**International PhD**” from the Administrative Office for Research, after demonstrating that they meet the following requirements:



- Students have completed, during their training period, **an uninterrupted supervised internship of at least three months outside Spain**, during which they have studied or conducted research at a prestigious higher education institution or research centre. The supervised internship and activities must be corroborated by the supervisor and authorized by the Academic Committee, and recorded in the doctoral student's Activity Log. In addition, doctoral students must present a certificate from the institution where they undertook the supervised internship confirming the duration and stating that the activity was related to the doctoral thesis.
- **That they have written and presented part of their doctoral dissertation**, at least the abstract and conclusions, **in one of the languages normally used for scientific communication in that field** (not one of the official languages of Spain). This rule does not apply when supervised internships, reports and experts relate to a Spanish-speaking country. Doctoral students must submit a certificate from the chair or secretary of the committee attesting to this.
- That at least two PhD holders belonging to a higher education institution or research centre outside Spain have submitted a report on the dissertation.
- That at least one PhD holder belonging to a higher education institution or research centre outside Spain, other than the supervisor of the internship mentioned in Section a), was a member of the dissertation assessment committee.



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Scholarships and grants for doctoral students:



The department in charge is the **Technical Office for Research:**

Director: Pilar Recalde

Administrative Office: Mayte Izco / Arancha Urdánoz

Universidad de Navarra

Edificio Central. 31009. Pamplona. Spain



<https://www.unav.edu/en/research/doctoral-school/financial-aid>



948 425 600



From 8:00 to 16:00 h. (Monday to Friday)



investigacion@unav.es



An email information service is available on calls for scholarships and grants, awards, travel expenses and more. It's a way to receive information and keep track of deadlines.

Sign-up request



Send an e-mail to:
investigacion@unav.es
to **sign up**, enter your **name**,
surnames and **e-mail address**.



Information of interest:

Student ID Card:



Doctoral students: the Office of the Registrar processes student ID cards. You can check the information **on the Office of the Registrar website**. The card provides the following benefits:

- The right to enter Library Services and borrow books.
- The right to enter campus buildings.
- The right to enter sports facilities.
- The right to use student parking services.

Housing:



The University of Navarra Housing Office provides information on the different kinds of housing and advises students to help them find a place to live, not just somewhere to eat and sleep.

The task of the Housing Office is to indicate the types of housing available and help students find the option that best suits their profile.



Housing Office:

Central Building
Tlf. 948 425 614
alojamiento@unav.es

Average rental price in Pamplona:
from 800 to 1000 euros

Healthcare and insurance:



Any student on the Pamplona campus who suffers an accident at the University may visit the Clínica Universidad de Navarra, under the coverage of the **policy signed with Mapfre** when enrolment was formalized. Students on the San Sebastián Campus can visit Policlínica Guipúzcoa.

University of Navarra students can also benefit from the following forms of healthcare:



Libraries:

The libraries are located throughout the campus.

- The Humanities library, mostly for undergraduate use.
- The new library, for graduate students and professors.
- The Sciences Library.
- The Theology Library.
- The Medical Library.

Other library services include:

- Training classrooms
- Interlibrary book loans
- Scanners
- Copiers
- Printers

In addition, libraries also provide users with online services on social media, online reservations and forms for requesting and managing documents, making acquisition suggestions and receiving the newsletter via RSS.

For more information, check here:

<http://www.unav.edu/en/web/biblioteca/conocenos>



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General Information:

Wifi on Campus:

Once you receive your email username and password you can access our wifi platform known as Eduroam. To log in, follow this link:



Places to eat on Campus:

If you eat on campus for lunch, you will find a wide range of great food to choose from. For convenience, each main building on campus has its own cafeteria, the most popular of which is Faustinos, located in the Central building. The university also has a dining hall where students can have a fresh set menu of the day (menu of the day) for 5 to 10 euros.

Meeting points are also available for lunch.

Getting to Campus:

The best way to go to the University is on foot or by bike. Pamplona is a small city and everything is close by. Although the University is outside the city centre, it only takes 20 minutes to walk there from campus.

If your housing option is outside the city, Pamplona has an excellent network of city buses called "villavesas".

Getting to Pamplona:



By plane

From Madrid

Flights to Pamplona from Barajas International Airport in Madrid depart from Terminal 4.

There are about four daily flights from Madrid to Pamplona operated by Air Nostrum, a regional company of Iberia

Airlines. www.iberia.com

Alternative routes:

From Bilbao Airport:

Many choose to take flights arriving at Bilbao international airport, which is only two hours away from Pamplona. The easiest and most affordable way is to take a bus or taxi directly from Bilbao airport to the bus station. You will need to take local bus number A3247 of the Bizkabus company. The local bus departs from the arrival terminal and runs to the bus station every 30 minutes. At the station, you will be able to take another bus directly to Pamplona. The bus runs every 3 hours from 7:00 am and 8:30 pm and costs about 15 euros.

From Biarritz:

Another way to get to Pamplona is via the International Airport in Biarritz, France. Flights are run by Air France. <https://www.airfrance.com>

You can take a bus from the terminal directly to Pamplona. Tickets can be purchased in advance or from the bus driver. For more information, go to www.conda.es

By train



From Madrid

Four trains leave daily for Pamplona from Atocha Station.
The trip takes approximately three and a half hours.

From Barcelona:

Six trains leave daily for Pamplona from Sants Station.
The trip takes approximately four hours.

More info: www.renfe.es

By bus



From Madrid

There are two bus companies: Alsa and PLM. Their pickup and dropoff points are located in Terminal 4 of Barajas International Airport in Madrid.
The trip takes approximately five hours and tickets must be purchased in advance.

<https://www.alsa.es/>

<http://plmautocares.com/>

From Barcelona:

The bus station in Barcelona are Barcelona North and Sants Station. They are both bus stations and train stations. The bus company providing service to Pamplona is Vibasa.

The trip takes six hours and there are three buses a day.

<https://www.alsa.es/en/our-destinations>