



PROGRAMA DE DOCTORADO EN CREATIVIDAD APLICADA

ADMISSION PROCESS

The admissions process to Doctoral studies includes the steps below:

1. Reception of the admission applications at the Office of the Registrar of Universidad de Navarra. The request shall include the following documentation:

- A photocopy of your Spanish Identity Card (DNI) or passport.
- Photography
- Academic documentation (academic records/ academic certificates)
- Curriculum vitae
- Applicant's cover letter/motivation letter.
- Up to two recommendation letters from individuals belonging to the academic or professional sphere.

2. Verification of compliance with all legal requirements to access the research period (postgraduate program) and electronic registration of the application.

3. Submittal of the file to the Academic Committee of the Doctoral Degree in Applied Creativity, who will assess the file pursuant to the specific admission criteria of the Program. The Academic Committee integrated by the Program Coordinator, Associate Dean of the Centre in charge of the doctorate, and the Deputy Director of the Doctorate School of the relevant field is the body responsible for admissions.

This Commission, in coordination with the representatives of the schools involved in the program, shall interview the applicant for the purposes of getting to know the applicant's research profile in depth, as well as to inform them on the particularities and the requirements of the program. Thus, the level of interest, motivation, skills and intellectual motivations of the applicant may be known. The Academic Committee shall assess the application taking into account the file and the interview.

4. Submittal of the student's admission file to the Doctoral School, who will put an end to the admission process and inform the applicant on the result. Successful applicants shall receive an admission and welcoming letter where details for the next steps that the candidate needs to take to register shall be explained: registration period, information on grants and housing, and school calendar with the starting day.

SPECIFIC ADMISSION CRITERIA

Admission criteria are based on the academic records, the curriculum vitae, the motivation letter and the recommendation letters. A personal interview shall serve to delve into the matters above. After having met the legal access requirements, the Academic Committee of the Applied Creativity Program shall assess the applicants' suitability pursuant to the following criteria:

- **Academic record:** It shall make up 50% of the global assessment.
 - Subjects with skills and knowledge related to the specialisation areas of the



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suggested research topic shall be especially taken into account.

- **Curriculum vitae and motivation letter:** It shall entail 40% of the global assessment.
 - Professional experience together with research experience shall be valued, mainly in activities related to the specialization areas of the Doctoral program (25%).
 - The motivation letter shall be assessed requesting candidates to show their interest in the Doctoral program and the specific subject they wish to research in the event of being admitted (15%).
- The submittal by the candidate of at least one **recommendation letter** (never more than two letters) shall be assessed by credited professionals from scientific and professional fields related to the Doctoral program (10%).

The Academic Committee of the Doctoral program shall interview the candidate to closely study the candidate's interest and suitability of the academic records and the curriculum vitae both with regard to the lines of research and the research team in the program.

Students with special educational needs arising out of a disability

The admission procedure, as well as the tests and access requirements, have been drafted pursuant to the provisions in Articles 6 and 7 of RD 99/2011, and therefore all students with specific educational needs arising out of a disability shall rely on an academic mentor who will assess their needs.