

Application procedure

The admission of applicants to the Ph.D. program in Natural and Applied Sciences follows the principles of respect for the Human Rights, and equality of opportunities between men and women, as well as the principle of universal accessibility.

The Graduate School is the responsible for admission to the Ph.D. Program, in accordance with the admission criteria indicated in this document, which may be supplemented by those determined by the Academic Committee of the Program

Procedure

The application for admission is submitted through the [Admission Site](#) of the University of Navarra. To the [documentation that, in general, the Graduate School requires for the admission application](#), it must also be attached: complete official academic record, copy of passport (or DNI for Spanish citizens), curriculum vitæ, two letters of recommendation and a cover letter which should indicate the research line of the PhD-NAS he/she would like to join and the professor/s of that area that he/she has already contacted for supervisorship. If any of the submitted degrees is not Spanish, it is also required an official translation into English or Spanish, and the GPA equivalency document ("[equivalencia de nota media](#)") issued by the Ministry of Education and Vocational Training, or the institution that might replace it. If the degree that gives access to the Ph.D. is not Spanish, it is also required a document which states that the degree allows the holder to start PhD studies in the country where the degree was issued.

The Academic Committee issues its report after the mandatory interview with the candidate, establishes the bridging courses (if applicable) and names the thesis advisor. The thesis research area will also be determined. In any case, acceptance by the proposed thesis advisor is required, which once the student has been admitted (if that is the case) will be stated in written in a signed official agreement.

Criteria for admission

The criteria will be weighted in the following way:

- Academic record of undergraduate university studies: 25%.
- Academic record of master's degree studies: 25%.
- Curriculum vitæ: 30%. Specially it will be taken into account, the activities that could have been included in the Ph.D. educational activities, but which had been carried out prior to the student's first registration (if applicable) in the Ph.D. program:
 - "Participation in conferences and other scientific meetings" of the research area
 - "Short research stays abroad" in which the topic investigated corresponds to the line of research in which the doctoral student would enroll, if applicable.
 - "Publications in peer-reviewed journals". It must be a JCR indexed journal.
 - "Specific training courses" in the area, and of a master's level or above.

- "Research stays abroad (more than three months long)" in which the topic investigated corresponds to the line of research in which the doctoral student would enroll, if applicable.
- Knowledge of languages of scientific interest, above what is specified in the applicant's entry profile.
- Letters of recommendation: 7%
- Personal interview (The suitability of the candidate will be assessed by contrasting / verifying their curriculum vitæ, their academic record, and their letters of recommendation, together with the characteristics of the recommended applicant's profiles, as well as the preferences of the applicant about the possible thesis advisor): 13%.

In the case that the applicant has special educational needs derived from disability or other reason contemplated in the Spanish regulation, as long as it complies with the legal entry requirements and with any of the existing applicant's profiles of the program, the Coordinator at the request of the Academic Committee advise the student on the aspects that may be of special difficulty. The Academic Committee will define a personalized plan that can be adapted to the needs of the doctoral student, in terms of curricular adaptations, time scales involved and special bridging courses. In this sense, a *reviewer* in charge of monitoring and assess the research work, will be appointed. In the case of this type of student, the *reviewer* will constitute a support service for the student added to the advice of the coordinator of the program and the scientific supervision made by the thesis advisor. The admission criteria will be the same in the case of special educational needs, that otherwise.

Part-time studies

In exceptional situations in which applicants can complete their studies on a part-time basis, the admission criteria will be applicable as for applications for full-time studies. If the need to complete a part-time Ph.D. program appears after the enrollment of the student, the academic committee will define a personalized plan that may suit the needs of the Ph.D. student, in terms of curricular adaptations and timescales involved.