

Doctoral screens in GAUR

1. PhDenrolment (Doctoral enrolment)

a) First year enrolment:

Once doctoral students have been accepted for the programmes and the documentation has been revised by the doctoral programme secretaries at the School (DOKe), an email will be issued explaining the online enrolment process via GAUR and including the student's username and password.

VERY IMPORTANT: To access GAUR do not use the GOOGLE CHROME BROWSER

b) Enrolment for second and subsequent years

To **enrol** from the second year onwards, clicking on "Doctoral enrolment" brings up a screen with the Doctoral Programme in which the doctoral student is enrolled, and their status: active or inactive. **The status must be active.** Click on the programme name.

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If the status is **inactive**, please contact doctorado@ehu.eus.

Enrolment for second and subsequent years is automatically launched from the Masters and Doctoral Section. Any queries related to enrolment fees, payments, deadlines, etc. should be addressed to this Section, at doctorado@ehu.eus





On the next screen, choose the option “Imprimir abonaré” (Print promissory note); this will generate the promissory note, indicating the amount payable via Kutxabank. Once the amount of the promissory note has been paid, the fees will be automatically reconciled 24 hours from making the payment. There is therefore **no need to send a copy of the promissory note**.

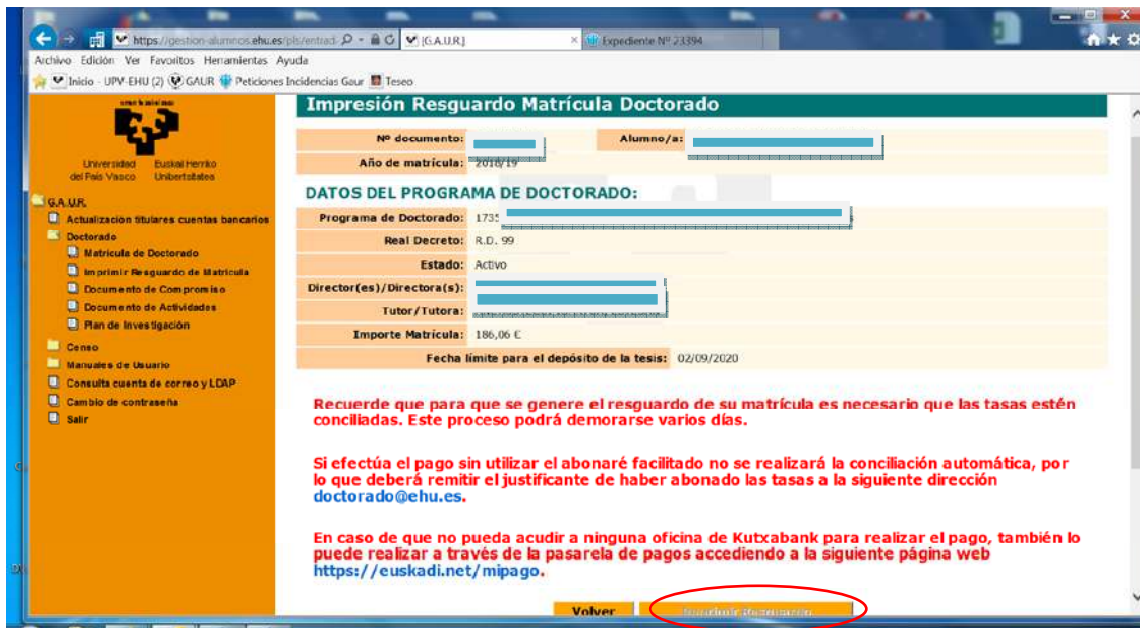


Once the fees have been paid, the enrolment receipt can be printed, choosing the option “Imprimir resguardo de matrícula” (Print enrolment receipt).

This option brings up the next screen, on which you must indicate the academic year for which receipt of payment is requested, before clicking on "Siguiete" (Next).



A screen will come up on which the cursor must be used to click the button "Imprimir Resguardo" (Print Receipt); this will generate the desired receipt.



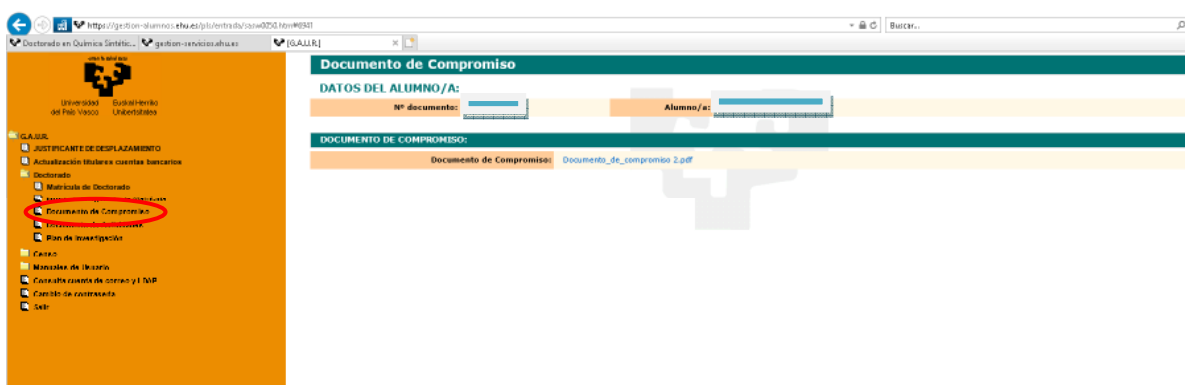
During the period following the September evaluation and until enrolment for the next year is generated in October, the following screen will appear with the message **"No tiene ningún programa de doctorado con matrícula en el año académico XX/XX"** (You have no doctoral programme with enrolment in the academic year XX/XX)

This message does not therefore mean that your doctoral enrolment is in an irregular situation.



2. Documento de Compromiso (Commitment document):

Click on "Doctorado" (Doctoral) → "Documento de Compromiso" (Commitment document)



Once the commitment document has been uploaded to GAUR, any need for further modifications must be communicated to the doctoral secretary: **administrative contact** on the doctoral programme website.

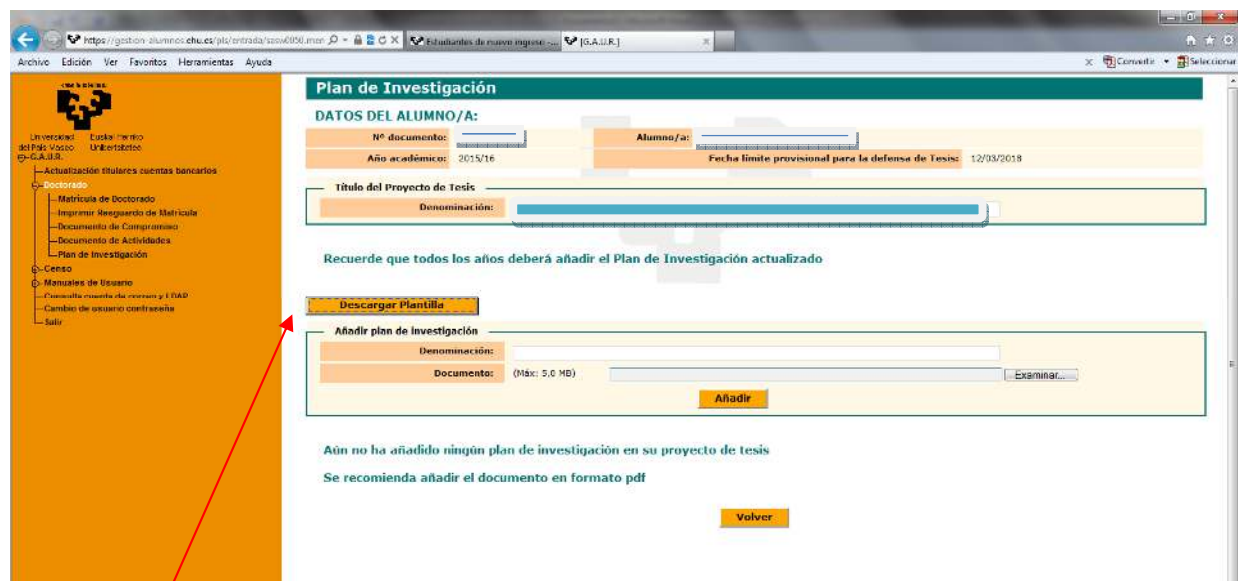
3. Evaluation of the Research Plan and Activity Document

Important NOTE: the “Año académico” (Academic year) corresponds to the academic year to be evaluated. For example, if the ordinary evaluation is in September 2021, the “Academic year” refers to the year “2020/21”. If the result of the ordinary evaluation in September were NEGATIVE, the extraordinary evaluation would take place in February/March of the following year (February/March 2022, following the above example). However, when uploading the new documentation, the “Academic year” would still be 2020/21, since this is the year to be evaluated.

Plan de investigación (Research Plan):

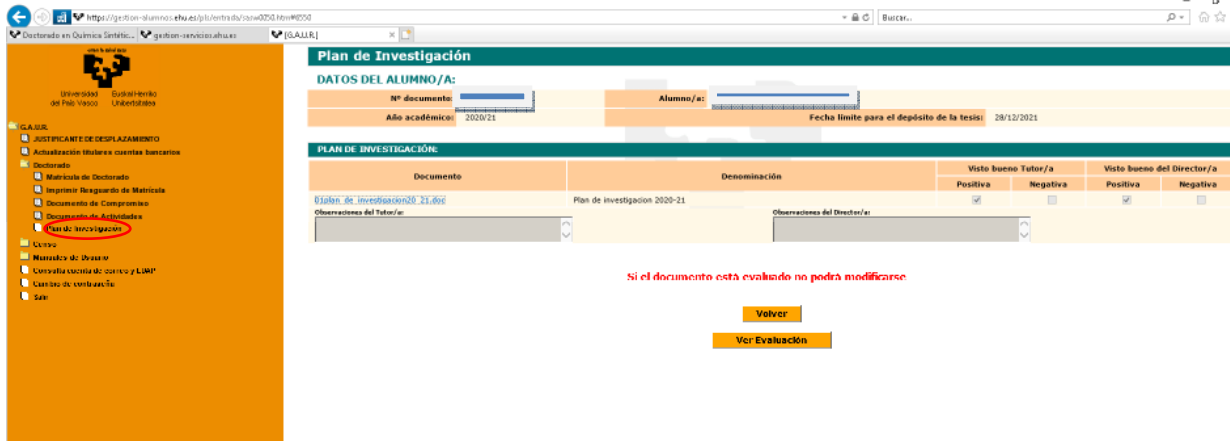


Selecting the academic year and clicking on “Next” will bring up the following screen for uploading the document:



The “Descargar plantilla” (Download template) field is not currently enabled. The research plan template can be downloaded from the “[Impresos](#)” (Printed forms) section of the website.

Once the document has been uploaded and the evaluation has been made, the following screen will appear:




Documento de actividades (Activity document):

To upload activities to the document, access by clicking on the academic year:



Fill in the details on the following screen:



All activities of interest for developing doctoral studies must be recorded in the activity document as stipulated by the Academic Committee of the doctoral programme. Training activities will not require structuring in ECTS credits and can include both cross-curricular training and specific research training in the field of each doctoral programme, although, in any case, the essential activity of the doctorate student will be research.

The activities can include courses, seminars, papers and the attendance of congresses and conferences, etc., and can be:

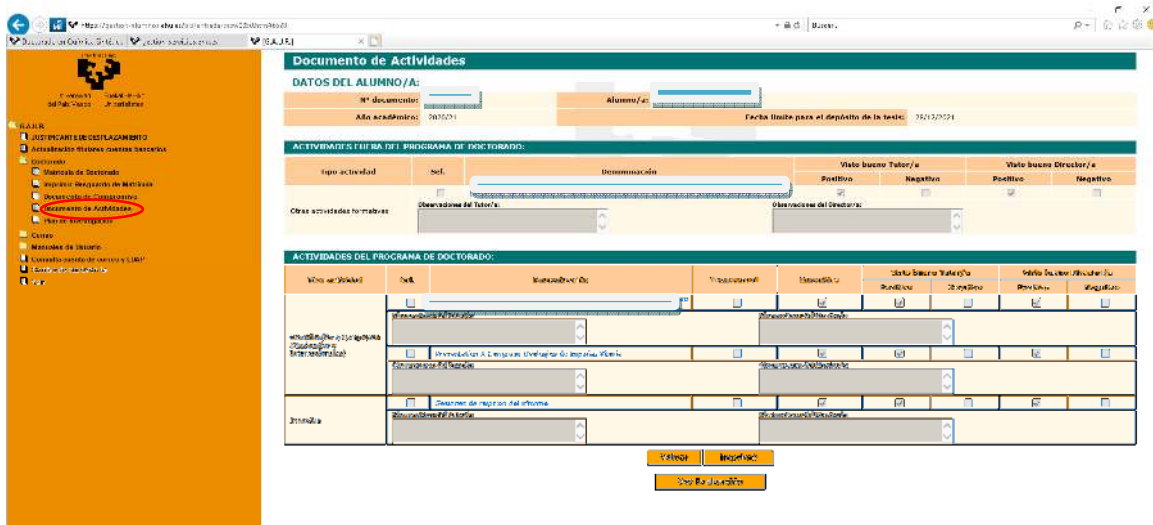
- Activities not falling within the doctoral programme
- Activities falling within the doctoral programme

The doctoral programme website, in the “Plan de Actividades Formativas” (Training Activities Plan) offers the possibility of consulting the activities established within the programme training plan and a link to “Oferta anual de actividades” (Annual activities available).

The “Actividades del programa de doctorado” (Doctoral programme activities) section refers to those organised within the same programme under its academic responsibility.

All other activities (international congresses, scientific publications, cross-curricular activities organised by the Doctoral School [DOKE])... will be considered as "Actividades fuera del programa de doctorado" (Activities not falling within the doctoral programme)

It is also necessary to specify for each activity whether it is cross-curricular or specific.



Documento de Actividades

DATOS DEL ALUMNO/A:

Nº documento: [input] Alumno/a: [input] Fecha límite para el depósito de la tesis: 15/12/2014

Año académico: 2014/15

ACTIVIDADES FUERA DEL PROGRAMA DE DOCTORADO:

Tipo actividad	SOL	Descripción	Visto bueno Tutor/a		Visto bueno Director/a		
			Positivo	Negativo	Positivo	Negativo	
Otras actividades normales		Observaciones del Tutor/a: [input]			Observaciones del Director/a: [input]		

ACTIVIDADES DEL PROGRAMA DE DOCTORADO:

Visto por Tutor/a	SOL	Descripción de la actividad	Visto por Director/a	Visto por Tutor/a	Visto por Director/a
<input type="checkbox"/>		[input]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		[input]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		[input]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		[input]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Botones: **Guardar**, **Actualizar**, **Cancelar**

If you have still not uploaded an activity, the screen will display:



Documento de Actividades

DATOS DEL ALUMNO/A:

Nº documento: [input] Alumno/a: [input] Fecha límite provisional para la defensa de Tesis: 12/03/2018

Año académico: 2014/15

Aún no ha añadido ninguna actividad en su proyecto de tesis

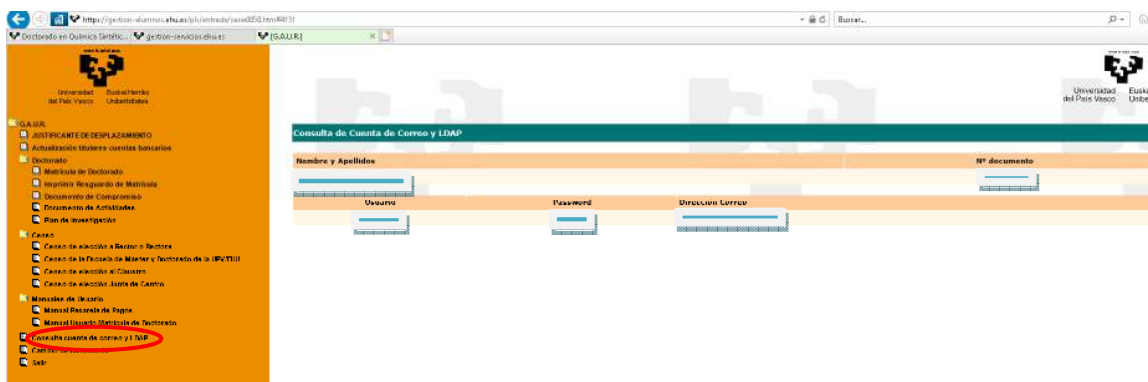
Botones: **Volver**, **Ver Evaluación**

Clicking on “Ver Evaluación” (See Evaluation) on the above screens will bring up the following screen:



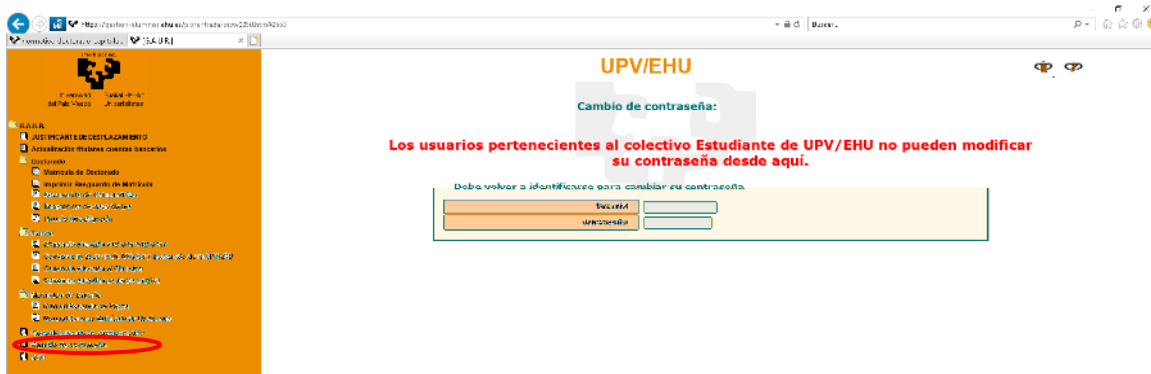
NOTE: The evaluation certificate will not be displayed until it has been uploaded to GAUR. This may take some time given that each student’s certificate must be signed by the person responsible for the doctoral programme, the DOKe academic secretary, and uploaded to GAUR by the administrative staff. The certificate will reflect the comments made by the academic committee with respect to the evaluation.

4. Consulta cuenta de correo y LDAP (Consult email and LDAP):



5. Cambio de contraseña (Password change):

The following screen is obsolete.

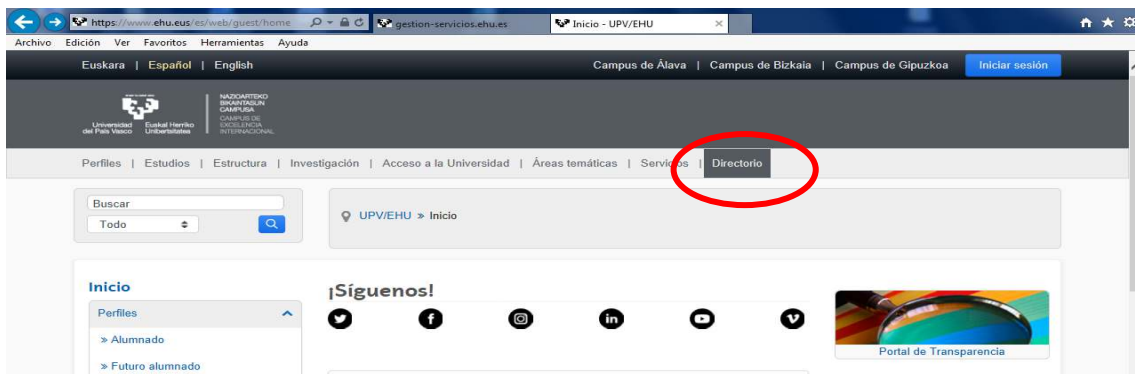


Passwords can be recovered by mobile phone via the [Directorio](#) (Directory) of the UPV/EHU website.

Procedimiento para recuperación de contraseña (Password recovery procedure):

1. Add telephone number:

To recover a password you must start by adding your mobile phone number via the "Directorio" (Directory):



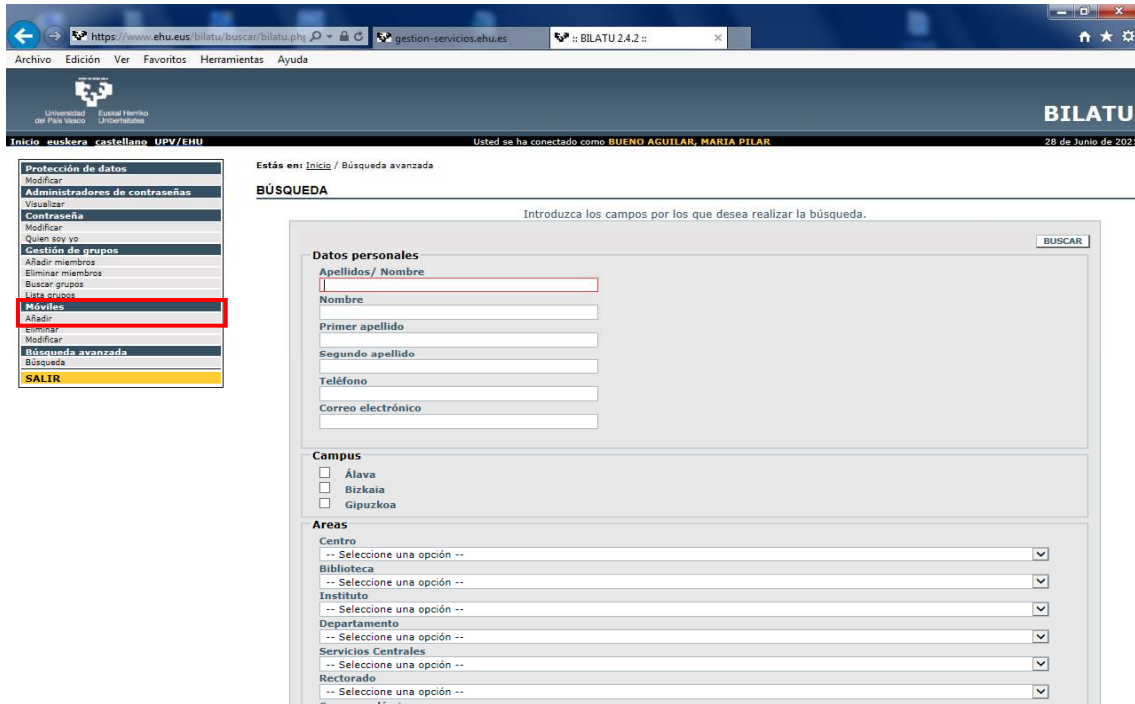
Click on "Login":



A screen will open asking for your username and password:



Click on Móviles / Añadir (Mobiles / Add):



Estás en: Inicio / Búsqueda avanzada

BÚSQUEDA

Introduzca los campos por los que desea realizar la búsqueda.

Datos personales BUSCAR

Apellidos/ Nombre

Nombre

Primer apellido

Segundo apellido

Teléfono

Correo electrónico

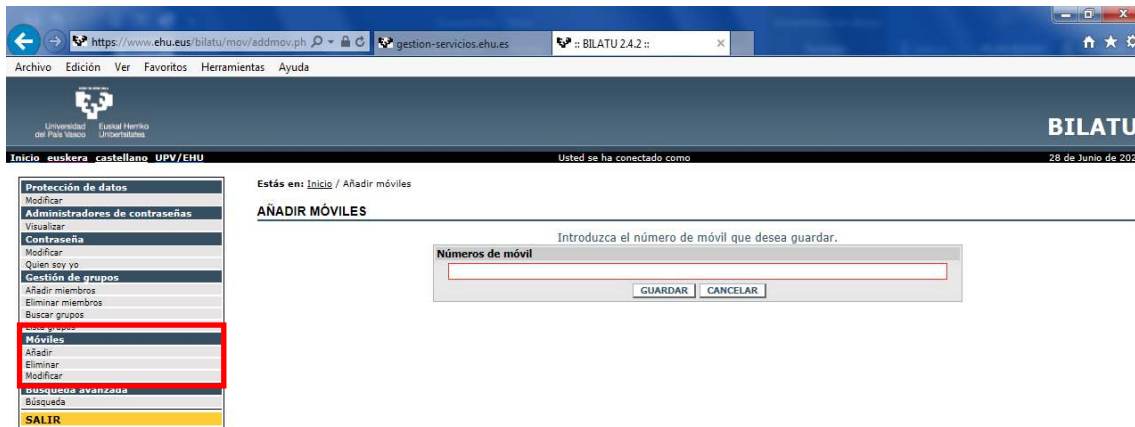
Campus

Álava
 Bizkaia
 Gipuzkoa

Áreas

Centro -- Seleccione una opción --
 Biblioteca -- Seleccione una opción --
 Instituto -- Seleccione una opción --
 Departamento -- Seleccione una opción --
 Servicios Centrales -- Seleccione una opción --
 Rectorado -- Seleccione una opción --

This will take you to another screen where you must enter the phone number and save it (guardar):



Estás en: Inicio / Añadir móviles

AÑADIR MÓVILES

Introduzca el número de móvil que desea guardar.

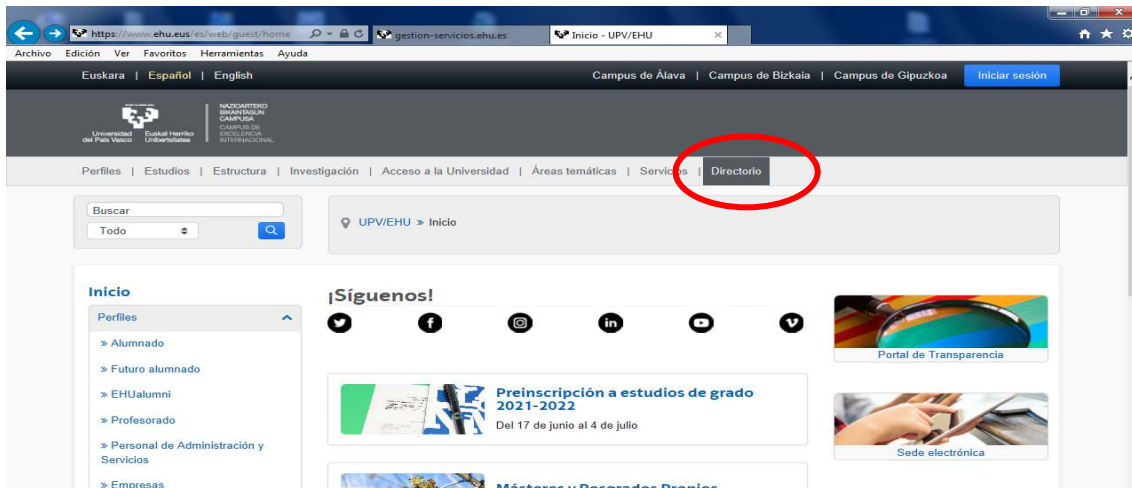
Números de móvil

GUARDAR CANCELAR

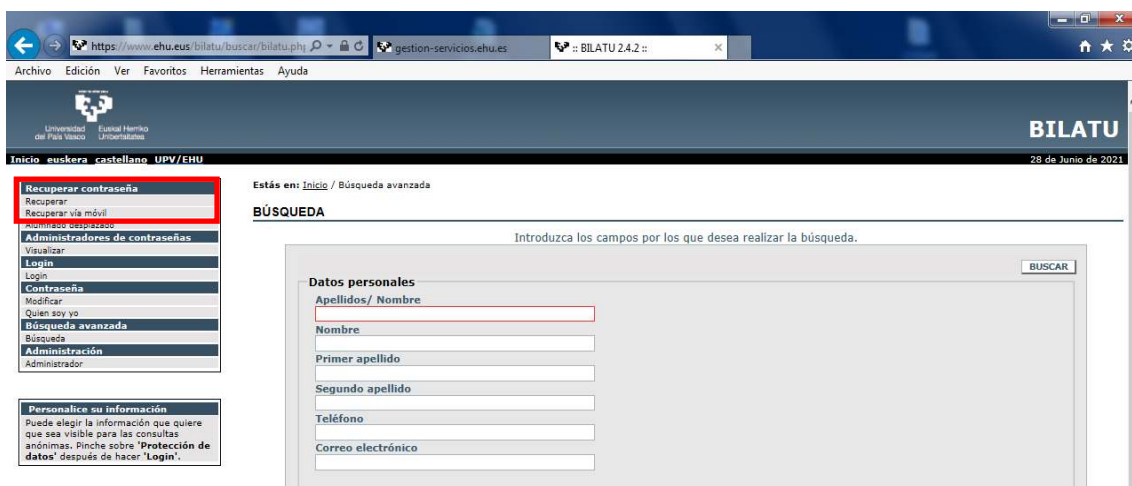
Once added, the number can also be deleted or changed.

2. Recuperar contraseña vía móvil (Recover password via mobile phone)

Access via the "Directorio" (Directory), provided that you have already added a mobile phone:



Click on Recuperar contraseña/Recuperar vía móvil (Recover password/Recover via mobile):



This will take you to a screen on which you must enter your details; the system will then send a new password to the mobile phone number indicated.



The screenshot shows a web browser window with the URL https://www.ehu.eus/bilatu/reset_clave/reset. The page header includes the logo of Universidad del País Vasco and the text "BILATU" on the right. Below the header, there is a navigation menu with "Inicio", "euskera", "castellano", and "UPV/EHU". The main content area is titled "RECUPERAR CONTRASEÑA" and contains a form with the following fields:

- *Usuario LDAP
- *DNI
- *Nº de Móvil

An "ENVIAR" button is located at the bottom of the form. On the left side of the page, there is a sidebar menu with the following items:

- Recuperar contraseña
- Recuperar
- Recuperar vía móvil
- Alumnado desplazado
- Administradores de contraseñas
- Visualizar
- Login
- Contraseña
- Modificar
- Quiénes soy yo
- Búsqueda avanzada
- Búsqueda
- Administración
- Administrador

