

DOCTORAL SCREENS IN GAUR

I. PhD enrolment (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



Matrícula de Doctorado

Nº documento: Alumno/a:

Año de matrícula:

SELECCIONE EL PROGRAMA DE DOCTORADO:

Programa de Doctorado	Estado	Decreto
La Especialización a Examen: Datos u Documentos Interrelacionados	Activo	R.D. 99

When you click on the programme name, a screen will appear on which we can see the details regarding the deadline for starting the thesis submission procedure and the deadlines for registering and defending the thesis. Once the thesis has been completed, one of the directors will request the 2 reports from experts in the field before the deadline for starting the submission deposit procedure. (Art. 23. Regulations for managing official doctoral studies at the UPV/EHU)



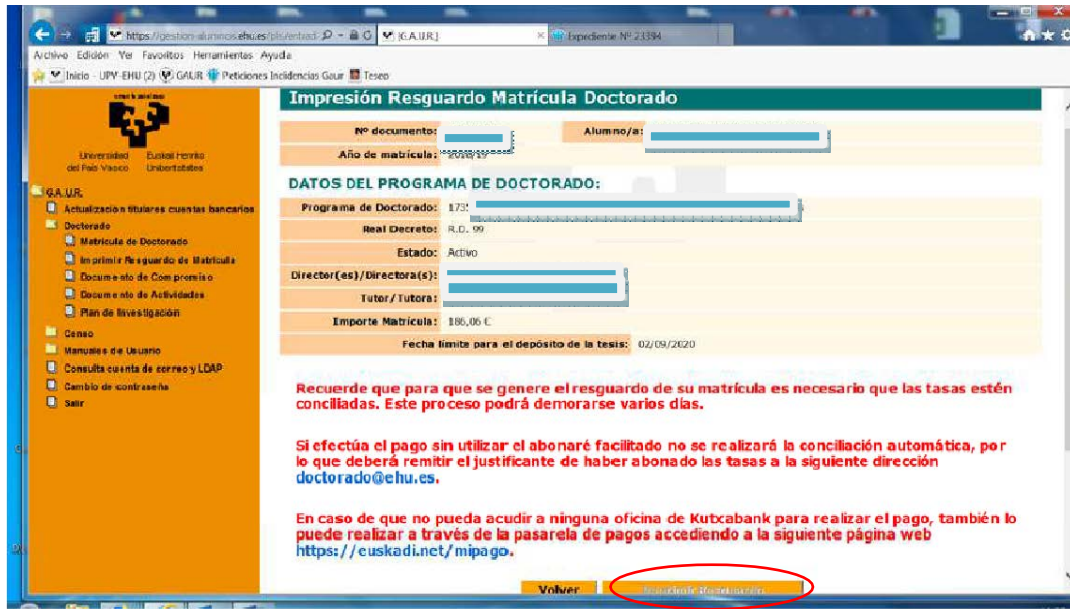
On this same screen, when you click on the option “Imprimir abonaré” (print promissory note) the promissory note will be generated, indicated the fees payable via Kutxabank. Once the amount of the promissory note has been paid, the fees will be automatically reconciled 24 hours from making the payment. 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).

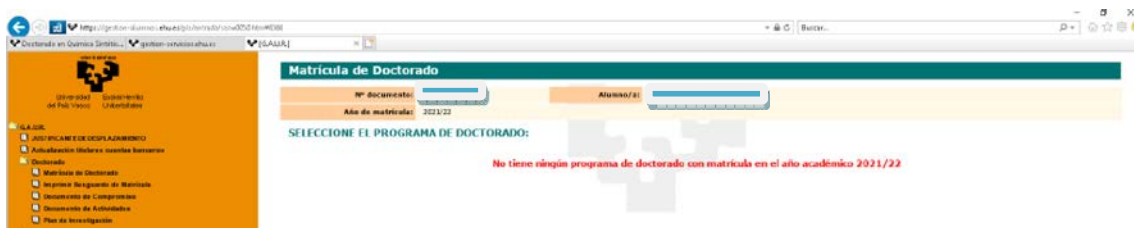


A screen will come up on which the cursor must be used to click the button “Imprimir Resguardo” (Print Receipt); this will generate the desired receipt.



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.

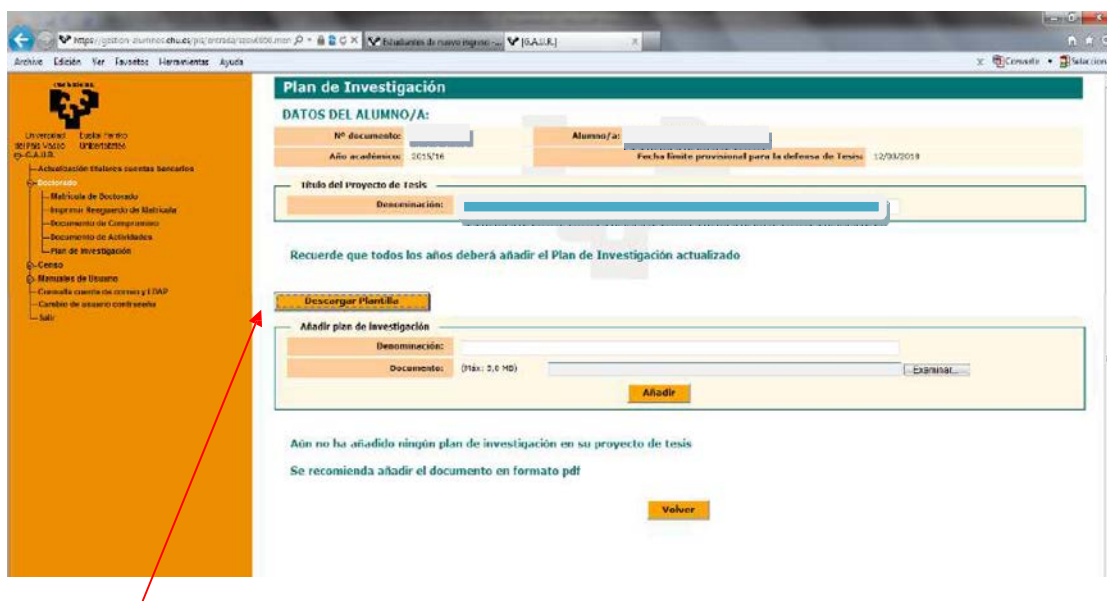
3. Evaluation of the Research plan and personal training plan and of the Activity Document

Important NOTE: the “Año académico” (Academic year) corresponds to the academic year to be evaluated. For example, if the ordinary evaluation is in September 2025, the “Academic year” refers to the year “2024/25”. 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 2026, following the above example). However, when uploading the new documentation, the “Academic year” would still be 2024/25, since this is the year to be evaluated.

Research Plan and personal training 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 and personal training 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:

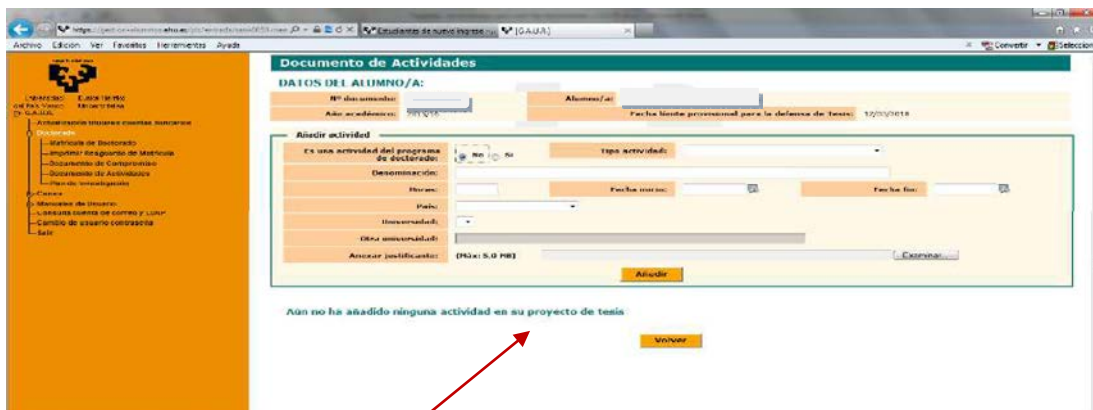


Documento de actividades (Activity document):

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



Fill in the details on the following screen:



If you have not yet uploaded any activity, the screen will display the following message: “You have not yet added any activities to your thesis Project”

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:

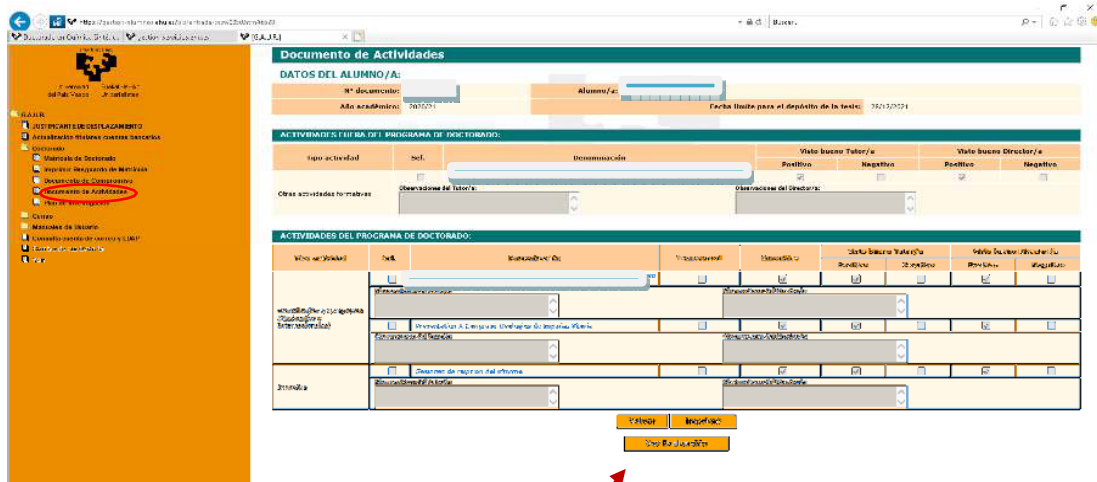
- Activities not falling within the doctoral programme
- Activities falling within the doctoral programme

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.



Evaluation

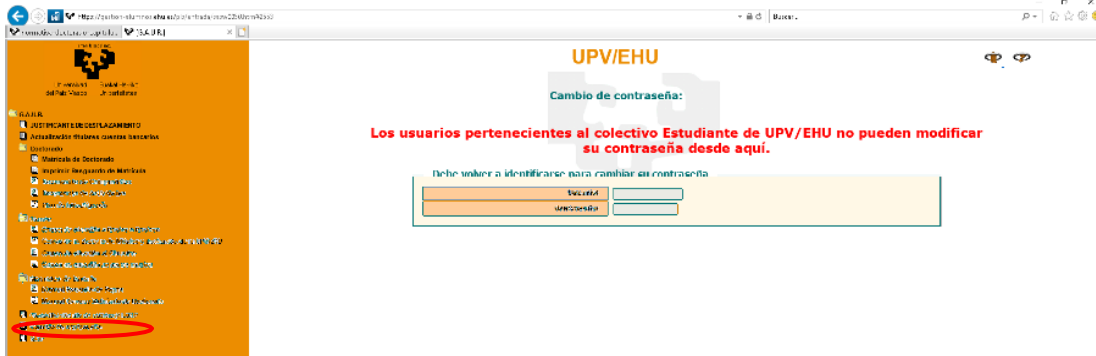
When you click on **“Ver Evaluación”** (See Evaluation) on the previous screens, both in the activities document and in the research plan, the next screen will display the following:



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.

5. Cambio de contraseña (Password change):

The following screen is obsolete.

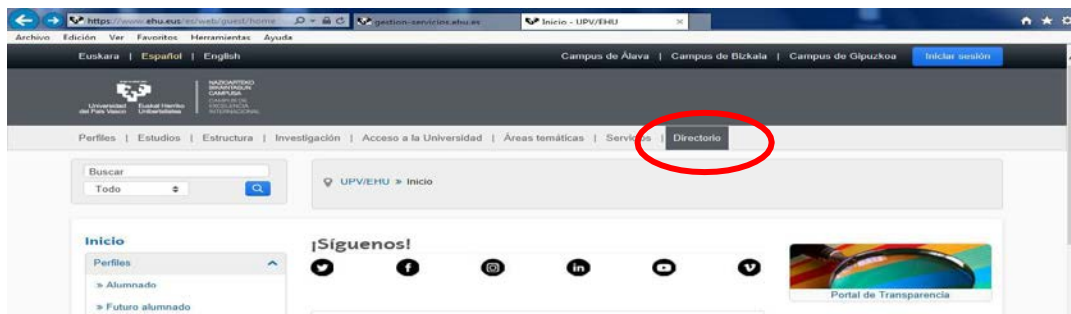


Passwords can be recovered by mobile phone via the [Directorio](#) (Directory) of the UPV/EHU website.

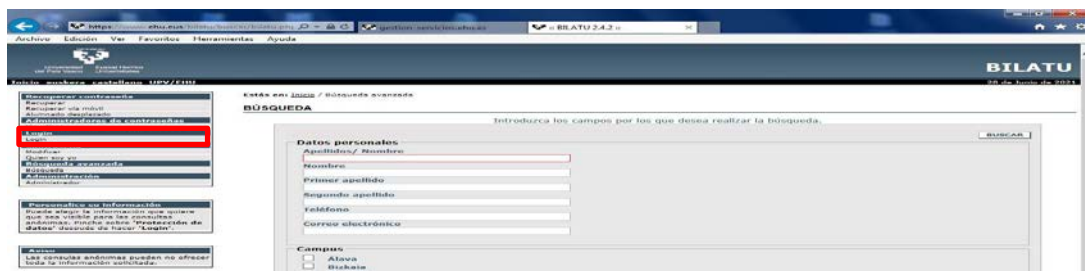
Procedimiento para recuperación de contraseña (Password recovery procedure):

1. Add telephone number:

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



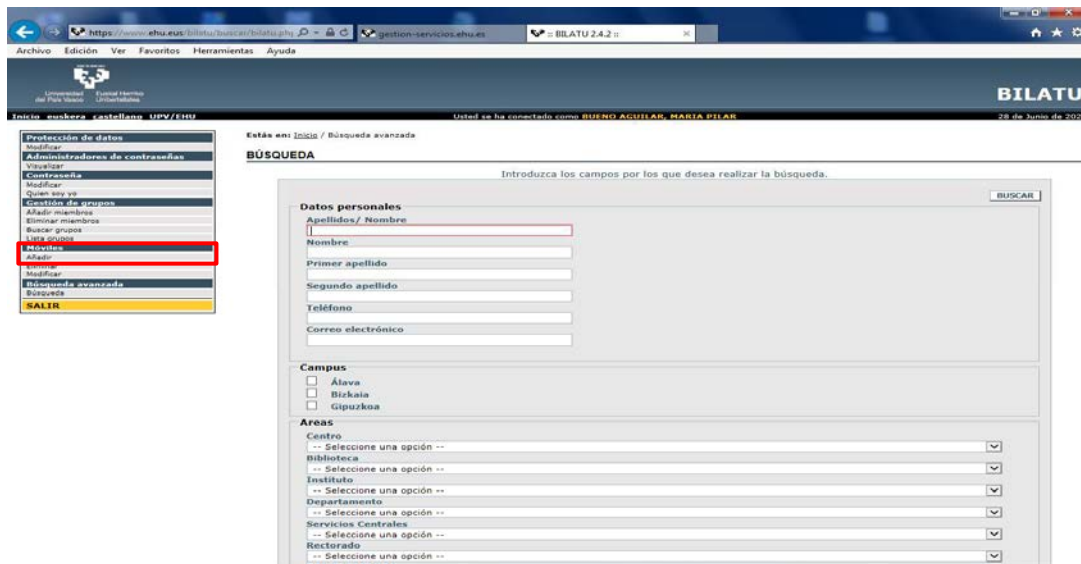
Click on “Login”:



A screen will open asking for your username and password:

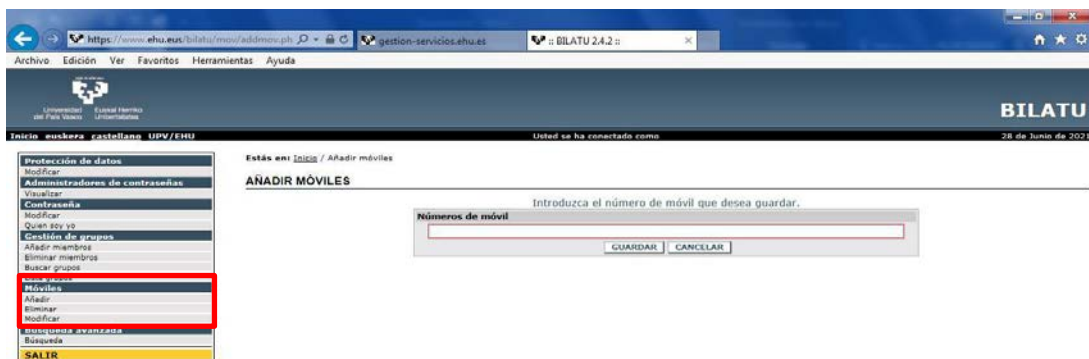


On the menú on the left, click on “Móviles / Añadir” (Mobiles / Add):



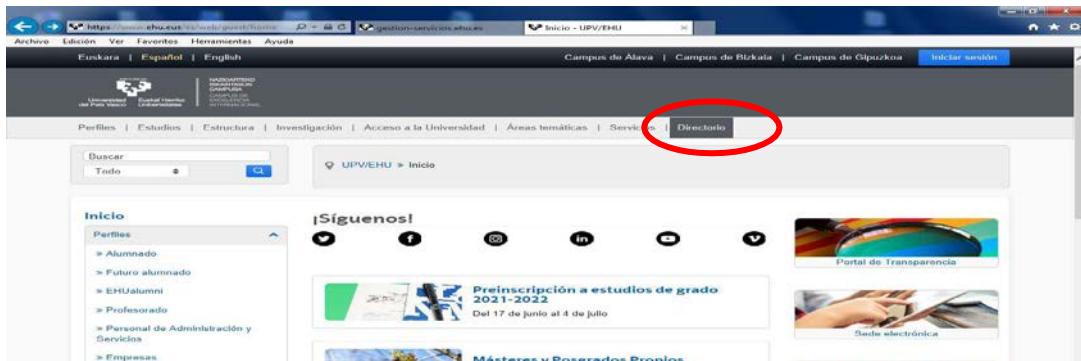
This will take you to another screen where you must enter the phone number and save it(guardar):

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

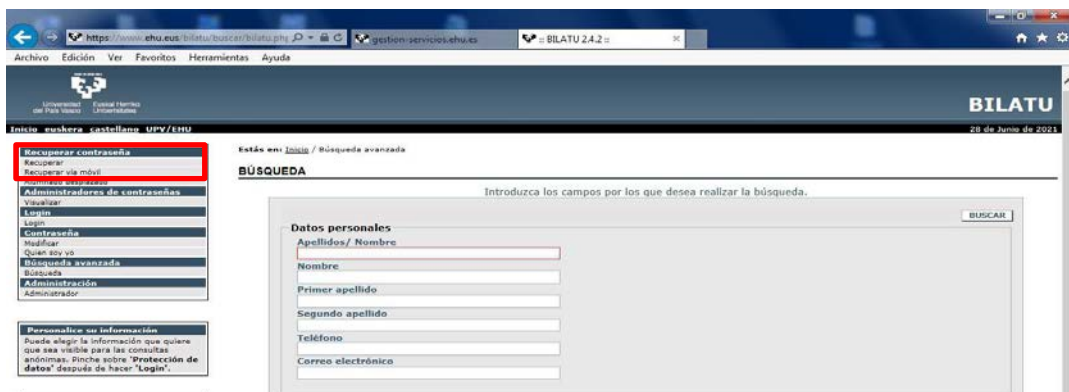


2. Recuperar contraseña vía móvil (Recover password via mobile phone)

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.

