



1. Communication of candidate's status to the coordinator

Dear Coordinator,

We inform you that after reviewing the documentation provided by the candidate **[Nom del candidat/a]**, who is pre-registered for the **[Nom del Programa de Doctorat]** that you coordinate, the candidate's status is **[Valoració tècnica]**.

Please remember that you can only admit/exclude candidates whose status is **Documentation accepted**.

To do this, you must enter the [document manager](#) and complete the following steps:

1. Click on the drop-down menu "Evaluation of academic requirements" and assign one of the following statuses to the candidate:

- Admitted on academic grounds.
- Admitted on academic grounds but with bridging course requirement.
- Excluded on academic grounds.
- Waiting list

2. If the candidate has been admitted on academic grounds with or without bridging course requirement or placed on a waiting list, you must use the dropdown menu to provide the following information in the Admission/Exclusion Information field:

- Research line:
- Supervisor 1:
- Supervisor 2 (if appropriate):
- Tutor:
- Full-time / Part-time
- Date of academic admission

All of these fields are obligatory except for the Supervisor 2 field.

3. If you are admitted with a Bridging Course requirement, in addition to adding this information to the Info Admission/ Exclusion field, you can select at the same time the subjects that you consider that the candidate has to take as bridging courses, as long as they are specified in the programme report.

If they are not mentioned in the course curriculum, you must complete the form that you can find by clicking on the link to the document manager. Once you have done this, you must save the form to the section entitled 'Documentation to be uploaded by the programme coordinator (admission file / bridging courses file / declaration of commitment).

4. If the candidate has been placed on a waiting list, in addition to the Admission/Exclusion Information, you must also indicate which position the candidate occupies on the list in the "Admission/Exclusion Information" field.

5. If the candidate has been excluded on academic grounds, you must select the reason for exclusion from the options provided in the Admission/Exclusion Information field.



6. Once you have given your academic evaluation and provided the information in the corresponding fields, you must inform the Doctorate and Research Unit by clicking on "Send email" which appears on the top right of the screen. This will tell us that you have completed your evaluation and will enable us to continue with the process of reviewing the documentation (provided the candidate has been admitted or is on a waiting list) or inform the candidate that they have been excluded.

Finally, it is essential that academic committees recommend registering as part-time students to those candidates who do not want to study full-time.

Therefore, for candidates who have requested to study in part-time and who are not the beneficiaries of a grant, it is recommended that you approve their request so that they have more time to complete their doctoral thesis.

Remember that you can enter the document manager at any time to check the status of the candidate's documentation and on whether it meets the stipulated requirements.

Yours sincerely,

[Dades de contacte de l'Escola de Doctorat]