Applicant guide · ULE predoctoral contracts 2026

This guide summarises, step by step, what applicants must do and what they will receive at each stage of the call for the Predoctoral Contracts Programme under the University of León Research Programme. The images are real screenshots of the application with fictitious data. The rules of the call prevail in case of doubt, and the Spanish version of the rules prevails over the English one.

1. Before you start

Application period: from 3 November to 2 December 2026, until 14:00 (Spanish peninsular time).

What you need:

- To meet the requirements of rule 4 (among others, an average mark of 6.50 or more, at least 300 credits between bachelor's and master's studies, and having applied for admission to a ULE doctoral programme).
- A supervisor who meets the requirements of rule 8 and endorses your application.
- Your documents in PDF: one file per item, up to 20 MB each and 60 MB in total.

The form does not require a ULE or Google account. You can fill it in in Spanish or English. The header gives access to the FAQ and to the questions and suggestions page, so you can resolve any doubt without leaving the form.

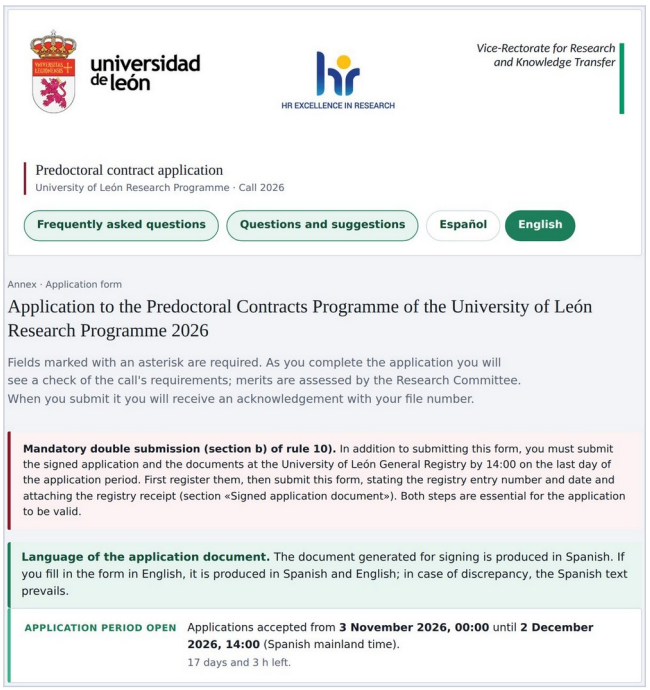


Figure 1. Application form: header with «Frequently asked questions», «Questions and suggestions» and the language selector, notices and application period.

2. Fill in the form

Complete the sections in order. Merits are entered one per row, with «+ Add another row»; in the sections on publications, conferences, theses or projects, «ⓘ Recommended format» shows how to write them. Each document shows whether it is provided by the applicant, the supervisor or both.

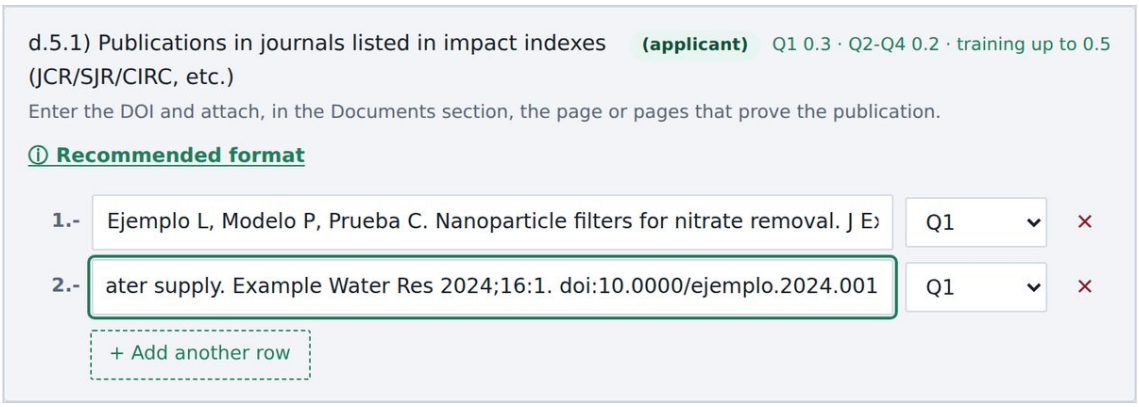


Figure 2. Merits entered row by row.

Questions while filling it in?

The floating «Questions?» button, in the bottom right-hand corner, stays with you throughout the form. It opens the FAQ or a question that already states the section you are in.

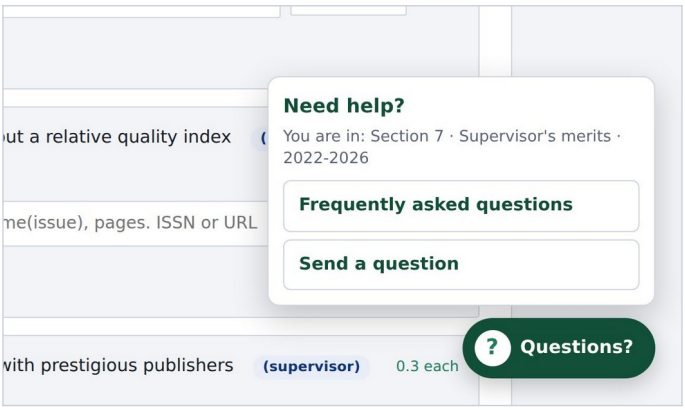


Figure 3. Floating «Questions?» button, showing the section you are in.

Save your draft with «Save draft in this browser»: it keeps your data and PDFs, but only in that browser and device. If something is missing, the list of errors is grouped by section and updates itself as you complete it.

3. Download and sign the application

Click «Download the application for signing (Word)». The application is generated with your data in Spanish and English (the Spanish text prevails), and a window opens with the next steps.

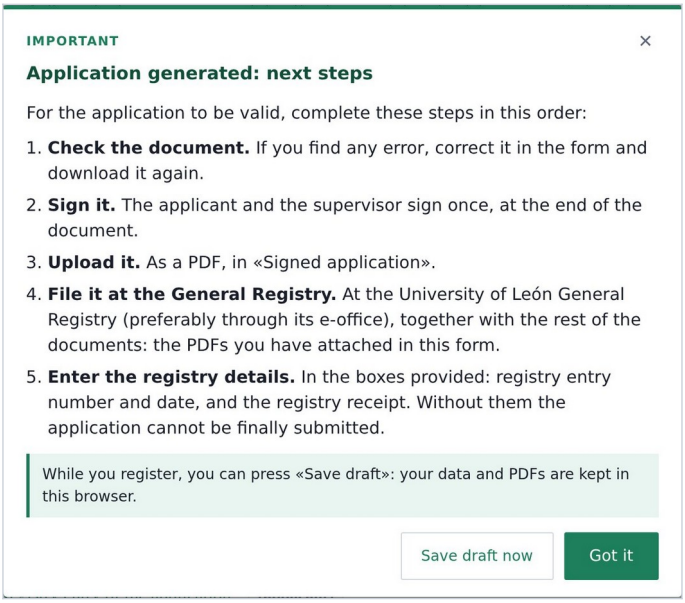


Figure 4. Window with the next steps after downloading the application.

Check the document and sign it together with your supervisor, once, at the end. Do not edit it: if there is a mistake, correct it in the form and download it again. Upload it as a PDF in «Signed application».



Solicitud de contrato predoctoral / Predoctoral contract application

Datos de la persona solicitante / Applicant's details

NOMBRE / FIRST NAME: *Laura*

APELLIDOS / SURNAMES: *Ejemplo Sanz*

NIF / NIE / PASAPORTE / ID CARD / NIE / PASSPORT: *00000000T*

DOMICILIO / ADDRESS: *C/ Mayor, 1*

C.P. / POSTCODE: *24001* **CIUDAD / CITY:** *León (León)* **PAÍS / COUNTRY:** *Spain*

TELÉFONO / TELEPHONE: *600000000* **CORREO ELECTRÓNICO / EMAIL:** *laura.ejemplo@correo.es*

TITULACIÓN / DEGREE: *Bachelor's Degree in Chemistry / Master: Master's Degree in Environmental Engineering*

FECHA DE FINALIZACIÓN DE ESTUDIOS (dd/mm/aaaa) / STUDIES COMPLETION DATE (dd/mm/yyyy): *30/06/2023*

TURNO DE RESERVA (discapacidad igual o superior al 33 %) / RESERVED QUOTA (disability of 33 % or more): ☐ Sí / Yes ☒ No

E X P O N E: Que conociendo y cumpliendo los requisitos de la convocatoria,

S T A T E S: *That, being aware of and meeting the requirements of the call,*

S O L I C I T A: Le sea admitida a trámite la presente solicitud para participar en la convocatoria del **Programa de contratos predoctorales en el marco del Programa Propio de Investigación de la Universidad de León 2026**, con el fin de realizar un trabajo de investigación conducente a la realización de la tesis doctoral en la ULE con las siguientes características:

R E Q U E S T S: *That this application be accepted for processing in order to take part in the call of the **Predoctoral Contracts Programme of the University of León Research Programme 2026**, in order to carry out a research project leading to a doctoral thesis at ULE with the following characteristics:*

Datos del proyecto de investigación / Research project details

RAMA DE CONOCIMIENTO / FIELD OF KNOWLEDGE[1]: *Sciences*

MODALIDAD / MODE: ☒ Ordinaria / Ordinary ☐ Sándwich Academia / Sandwich Academia ☐ Sándwich Empresa / Sandwich Company

TÍTULO DEL PROYECTO / PROJECT TITLE: *Nanomaterials for water treatment*

PROGRAMA DE DOCTORADO / DOCTORAL PROGRAMME[2]: *Example doctoral programme*

Datos del director o directora del trabajo de investigación / Research project supervisor's details

NOMBRE Y APELLIDOS / FULL NAME: *Pablo Modelo Díaz*

DEPARTAMENTO / INSTITUTO / DEPARTMENT / INSTITUTE: *Example department*

Figure 5. Bilingual application generated in Word, ready to be signed.

4. File it at the General Registry

Submission is twofold (section b) of rule 10). File the signed application and the PDF documents at the University of León General Registry, preferably through its e-office. Then enter the registry entry number and date in the form and attach the receipt.

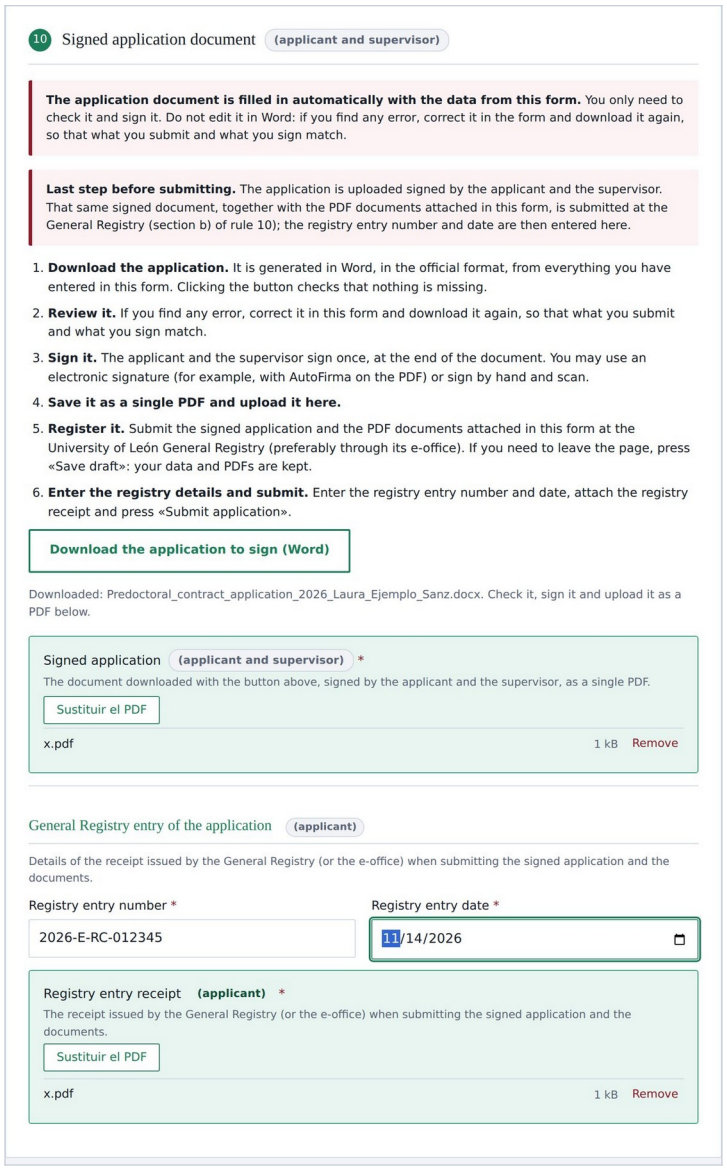
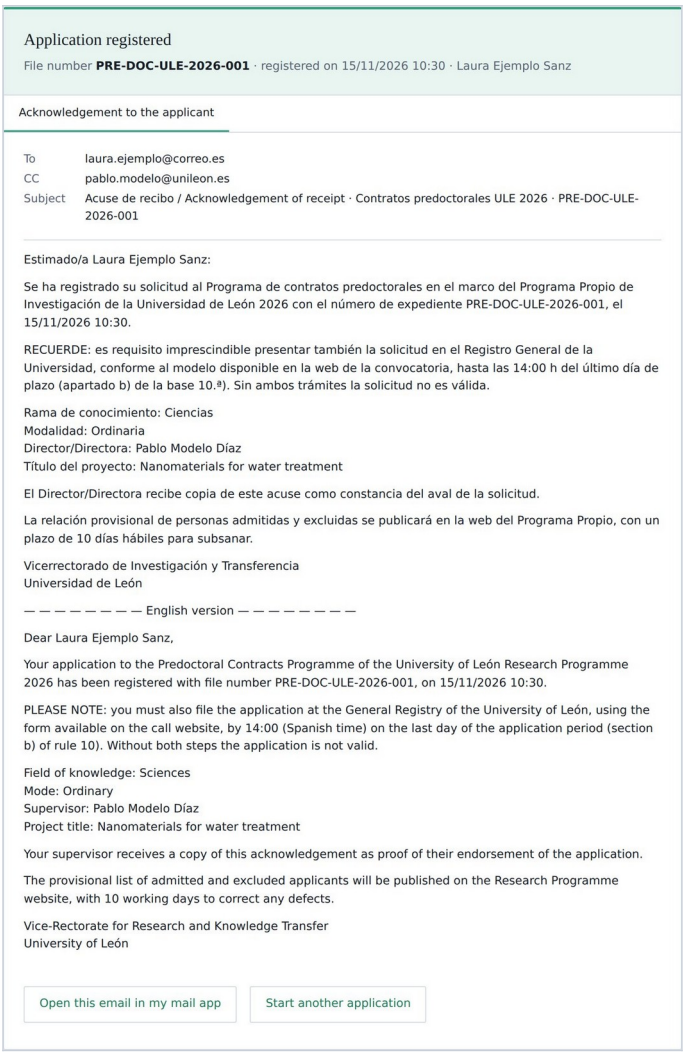


Figure 6. Section for the signed application document and the General Registry details.

5. Submit the application and keep your file number

Click «Submit application». You will see your file number (PRE-DOC-ULE-2026-XXX) and receive an acknowledgement by email, with a copy to your supervisor. Keep that number: you will need it for any later step.



Application registered

File number **PRE-DOC-ULE-2026-001** · registered on 15/11/2026 10:30 · Laura Ejemplo Sanz

Acknowledgement to the applicant

To laura.ejemplo@correo.es
CC pablo.modelo@unileon.es
Subject Acuse de recibo / Acknowledgement of receipt · Contratos predoctorales ULE 2026 · PRE-DOC-ULE-2026-001

Estimado/a Laura Ejemplo Sanz:

Se ha registrado su solicitud al Programa de contratos predoctorales en el marco del Programa Propio de Investigación de la Universidad de León 2026 con el número de expediente PRE-DOC-ULE-2026-001, el 15/11/2026 10:30.

RECUERDE: es requisito imprescindible presentar también la solicitud en el Registro General de la Universidad, conforme al modelo disponible en la web de la convocatoria, hasta las 14:00 h del último día de plazo (apartado b) de la base 10.ª). Sin ambos trámites la solicitud no es válida.

Rama de conocimiento: Ciencias
Modalidad: Ordinaria
Director/Directora: Pablo Modelo Díaz
Título del proyecto: Nanomaterials for water treatment

El Director/Directora recibe copia de este acuse como constancia del aval de la solicitud.

La relación provisional de personas admitidas y excluidas se publicará en la web del Programa Propio, con un plazo de 10 días hábiles para subsanar.

Vicerrectorado de Investigación y Transferencia
Universidad de León

— — — — — — — English version — — — — — — — —

Dear Laura Ejemplo Sanz,

Your application to the Predoctoral Contracts Programme of the University of León Research Programme 2026 has been registered with file number PRE-DOC-ULE-2026-001, on 15/11/2026 10:30.

PLEASE NOTE: you must also file the application at the General Registry of the University of León, using the form available on the call website, by 14:00 (Spanish time) on the last day of the application period (section b) of rule 10). Without both steps the application is not valid.

Field of knowledge: Sciences
Mode: Ordinary
Supervisor: Pablo Modelo Díaz
Project title: Nanomaterials for water treatment

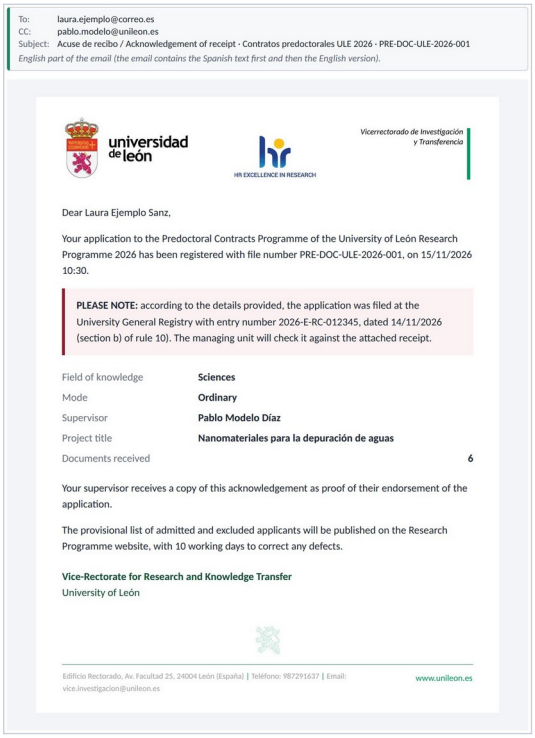
Your supervisor receives a copy of this acknowledgement as proof of their endorsement of the application.

The provisional list of admitted and excluded applicants will be published on the Research Programme website, with 10 working days to correct any defects.

Vice-Rectorate for Research and Knowledge Transfer
University of León

Open this email in my mail app | Start another application

Figure 7. Final screen with the file number and a copy of the acknowledgement.



To: laura.ejemplo@correo.es
CC: pablo.modelo@unileon.es
Subject: Acuse de recibo / Acknowledgement of receipt - Contratos predoctorales ULE 2026 - PRE-DOC-ULE-2026-001
English part of the email (the email contains the Spanish text first and then the English version).

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Dear Laura Ejemplo Sanz,

Your application to the Predoctoral Contracts Programme of the University of León Research Programme 2026 has been registered with file number PRE-DOC-ULE-2026-001, on 15/11/2026 10:30.

PLEASE NOTE: according to the details provided, the application was filed at the University General Registry with entry number 2026-E-RC-012345, dated 14/11/2026 (section b) of rule 10). The managing unit will check it against the attached receipt.

Field of knowledge	**Sciences**
Mode	**Ordinary**
Supervisor	**Pablo Modelo Díaz**
Project title	**Nanomateriales para la depuración de aguas**
Documents received	**6**

Your supervisor receives a copy of this acknowledgement as proof of their endorsement of the application.

The provisional list of admitted and excluded applicants will be published on the Research Programme website, with 10 working days to correct any defects.

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Figure 8. Acknowledgement of receipt by email (English part).

6. End of the application period

At 14:00 on 2 December 2026 the form stops accepting applications. Remember that you register first and then submit, so leave enough time.



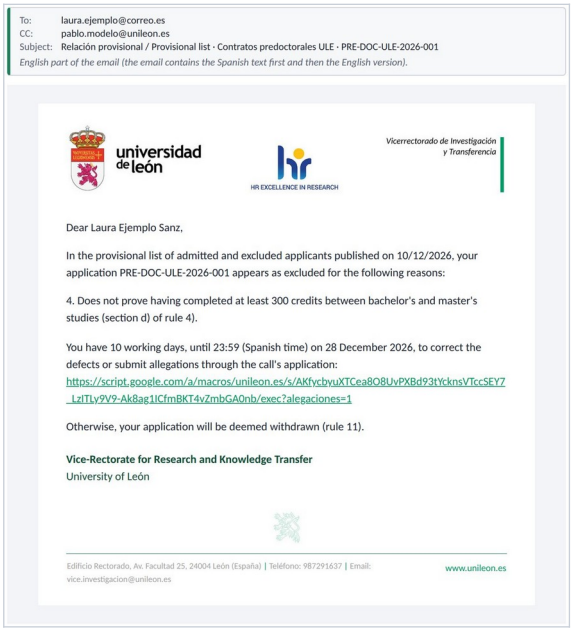
APPLICATION PERIOD CLOSED Applications accepted from **3 November 2026, 00:00** until **2 December 2026, 14:00** (Spanish mainland time).
Applications are no longer accepted through this channel.

Figure 9. Application period closed: at 14:00 on 2 December 2026 the form stops accepting applications.

7. Provisional list of admitted and excluded applicants

After the deadline, the provisional list is published on the Research Programme website, identifying people by surname and first name.

If your application is excluded, you will receive an email, with a copy to your supervisor, stating the reasons and the link to correct the defects or submit allegations. You have **10 working days** from the day after publication, until 23:59 on the last day. If you do not correct the defects, your application will be deemed withdrawn (rule 11).



To: laura.ejemplo@correo.es
CC: pablo.modelo@unileon.es
Subject: Relación provisional / Provisional list · Contratos predoctorales ULE · PRE-DOC-ULE-2026-001
English part of the email (the email contains the Spanish text first and then the English version).

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Dear Laura Ejemplo Sanz,

In the provisional list of admitted and excluded applicants published on 10/12/2026, your application PRE-DOC-ULE-2026-001 appears as excluded for the following reasons:

4. Does not prove having completed at least 300 credits between bachelor's and master's studies (section d) of rule 4).

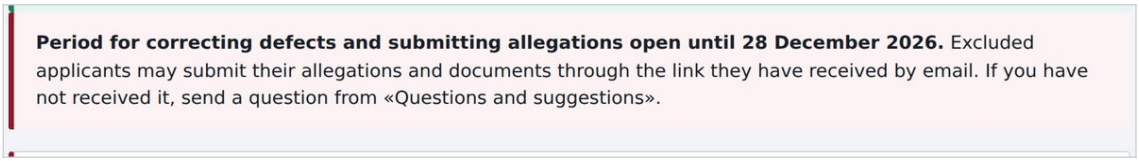
You have 10 working days, until 23:59 (Spanish time) on 28 December 2026, to correct the defects or submit allegations through the call's application:
https://script.google.com/a/macros/unileon.es/s/AKfycbyuXTCea8O8UvPXBd93tYcknsVTccSEY7_LzITLy9V9-Ak8ag1ICfmBKT4vZmbGA0nb/exec?alegaciones=1

Otherwise, your application will be deemed withdrawn (rule 11).

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Figure 10. Provisional exclusion email, with the reasons, the deadline and the link to submit allegations (English part).

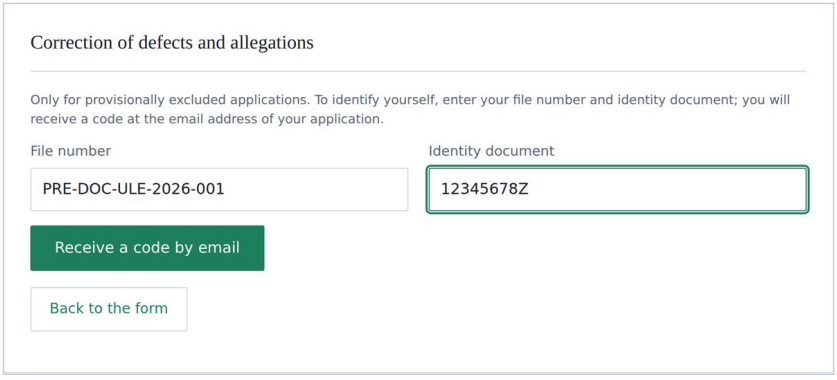


Period for correcting defects and submitting allegations open until 28 December 2026. Excluded applicants may submit their allegations and documents through the link they have received by email. If you have not received it, send a question from «Questions and suggestions».

Figure 11. Notice of the period for correcting defects in the form.

8. Submit allegations (only if excluded)

Open the link in the email. Enter your file number and identity document and request the verification code.



Correction of defects and allegations

Only for provisionally excluded applications. To identify yourself, enter your file number and identity document; you will receive a code at the email address of your application.

File number: PRE-DOC-ULE-2026-001

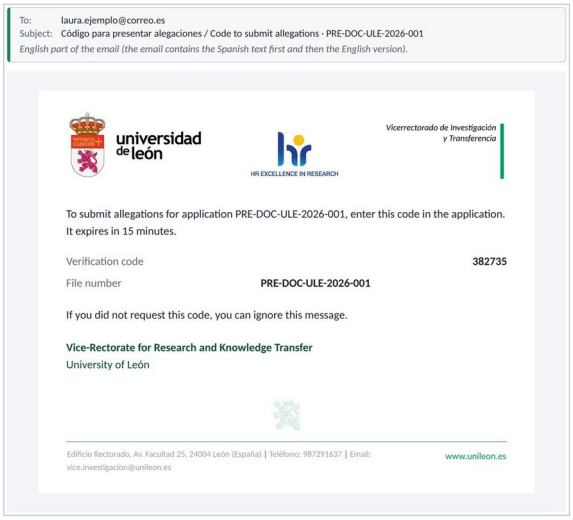
Identity document: 12345678Z

Receive a code by email

Back to the form

Figure 12. Allegations screen: identification with the file number and the document.

You will receive a code by email, valid for 15 minutes. Enter it in the application, then write your allegations and attach the PDFs that correct the reason for exclusion.


To: laura.ejemplo@correo.es
Subject: Código para presentar alegaciones / Code to submit allegations · PRE-DOC-ULE-2026-001
English part of the email (the email contains the Spanish text first and then the English version).

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To submit allegations for application PRE-DOC-ULE-2026-001, enter this code in the application. It expires in 15 minutes.

Verification code 382735
File number PRE-DOC-ULE-2026-001

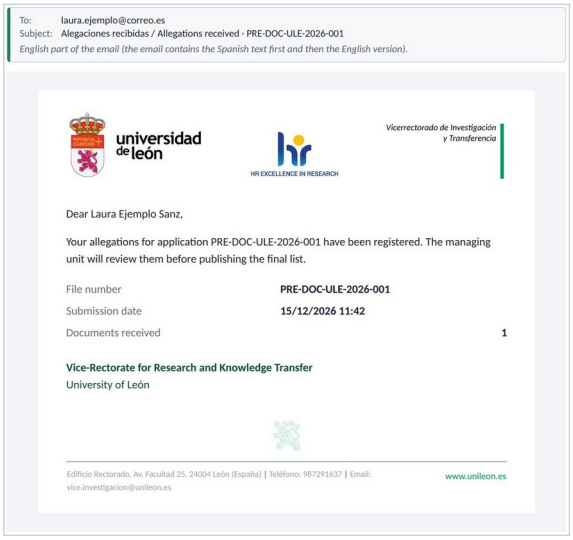
If you did not request this code, you can ignore this message.

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Figure 13. Email with the verification code (English part).

When you finish, you will receive an acknowledgement of what you submitted. The managing unit will then review your application.


To: laura.ejemplo@correo.es
Subject: Alegaciones recibidas / Allegations received · PRE-DOC-ULE-2026-001
English part of the email (the email contains the Spanish text first and then the English version).

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Dear Laura Ejemplo Sanz,

Your allegations for application PRE-DOC-ULE-2026-001 have been registered. The managing unit will review them before publishing the final list.

File number PRE-DOC-ULE-2026-001
Submission date 15/12/2026 11:42
Documents received 1

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Figure 14. Acknowledgement of the allegations submitted (English part).

9. Final list of admitted and excluded applicants

Once the allegations have been reviewed, the final list is published. The appeals indicated in it may be lodged against it.

10. Assessment and provisional resolution proposal

The Research Committee assesses the applicant's merits (rule 6), the Sandwich mode (rule 7) and the supervisor's merits (rule 9), and proposes the distribution under rule 2. The provisional resolution proposal is then published, with the selected and reserve candidates.

You have **10 working days** to submit complaints through the call's application.

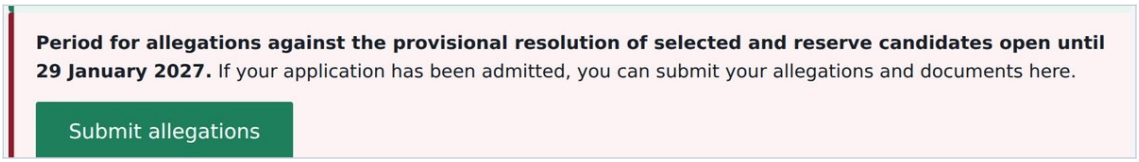
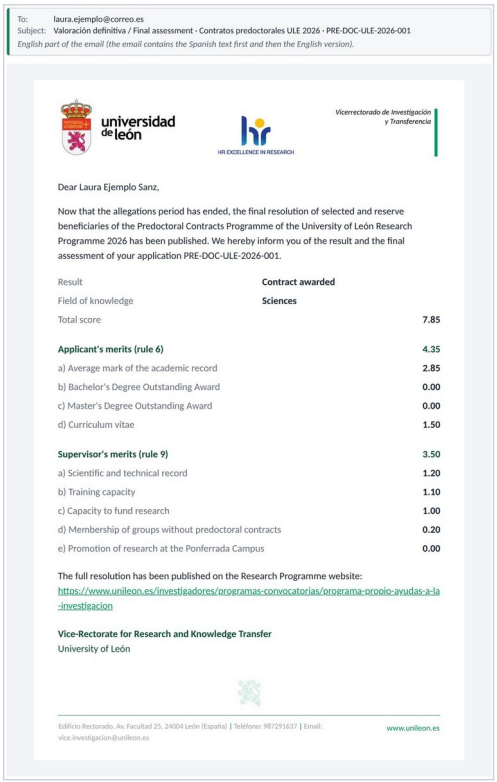


Figure 15. Notice of the period for complaints against the provisional resolution.

11. Final resolution

Once the complaints have been resolved, the Rector signs the final resolution, which is published on the website. Each admitted applicant receives their result and final assessment by email, broken down by section. Reserve candidates may cover withdrawals or departures in the first 11 months in their field, in order of score (rule 12).



To: laura.ejemplo@correo.es
Subject: Valoración definitiva / Final assessment - Contratos predoctorales ULE 2026 - PRE-DOC-ULE-2026-001
English part of the email (the email contains the Spanish text first and then the English version).

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Dear Laura Ejemplo Sanz,

Now that the allegations period has ended, the final resolution of selected and reserve beneficiaries of the Predoctoral Contracts Programme of the University of León Research Programme 2026 has been published. We hereby inform you of the result and the final assessment of your application PRE-DOC-ULE-2026-001.

Result	**Contract awarded**
Field of knowledge	**Sciences**
Total score	**7.85**
Applicant's merits (rule 6)	**4.35**
a) Average mark of the academic record	**2.85**
b) Bachelor's Degree Outstanding Award	**0.00**
c) Master's Degree Outstanding Award	**0.00**
d) Curriculum vitae	**1.50**
Supervisor's merits (rule 9)	**3.50**
a) Scientific and technical record	**1.20**
b) Training capacity	**1.10**
c) Capacity to fund research	**1.00**
d) Membership of groups without predoctoral contracts	**0.20**
e) Promotion of research at the Ponferrada Campus	**0.00**

The full resolution has been published on the Research Programme website:
https://www.unileon.es/investigadores/programas-convocatorias/programa-propio-ayudas-a-la-investigacion

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Figure 16. Email with the result and the final assessment (English part of the email).

Questions?

FAQ: open the FAQ

Questions and suggestions: send a message through the form

Application form: open the form