



APPLICATION FOR TEMPORARY DEREGISTRATION
FROM
DOCTORAL STUDIES

(Curricula regulated by R.D. 99/2011)

CANDIDATE & DOCTORAL PROGRAMME DETAILS		
Surname(s) & name:		
ID No.:	E-mail:	
Address:	Post Code:	Town:
Name of Doctoral Programme:		
Doctoral Programme Office (department / faculty):		

I REQUEST to DEREGISTER from my doctoral studies:

Deregistration due to illness. From to (expected re-registration date) 20 .

Voluntary deregistration. From to 201 . (Max.: one year)

Voluntary deregistration for the academic year (1 Nov to the following 1 Nov).

Extension of voluntary deregistration. From to 201 . (Max.: one year)

Attach explanatory note justifying the need to extend time in the programme.

In , on 20
Signature of applicant:

REPORT FROM THE PROGRAMME'S ACADEMIC COMMISSION
The Doctoral Programme's Academic Commission agreed to accept/reject the deregistration in its meeting on .
Doctoral Programme Coordinator
Signed:

SCHOOL OF DOCTORAL STUDIES DECISION
The Board of the School of Doctoral Studies agreed to accept/reject said deregistration on .
The Director of the School of Doctoral Studies
Signed:

DOCTORAL PROGRAMME COORDINATOR

Department of:

In accordance with the provisions of Organic Law 15/1999 on Personal Data Protection, please be aware that your data will be added to the students' file, whose purpose is academic and administrative management, in addition to management of your participation in the services at the University of Zaragoza. The right to access, rectify and cancel data may be exercised in writing, addressed to the Administrator.

Article 3 of **R.D. 99/2011** considers interrupt workings for doctoral studies, as does article 5 of the **Instruction for the School of Doctoral Studies on the duration, dedication and continuity of doctoral studies** (27/06/2016):

a. Deregistration due to illness: For the purpose of determining the length of doctoral studies, deregistration for illness or pregnancy will not be taken into account. The Programme's Academic Commission needs to be notified of these deregistrations, attaching a copy of the report/medical report covering the issue.

b. Voluntary temporary deregistration: The candidate may request temporary deregistration from the course for a maximum of one year, which may be extended by a further year.

Deregistration being accepted does not exempt one from renewing enrolment in each academic year (in either of the options) to continue in the programme.

If the request for deregistration for an academic year (1 Nov to 1 Nov the following year) is presented after enrolment has been formalised, the candidate has the right to a refund of the academic taxes paid (only the total for the tax for Academic Tutelage) should this occur in the month after the conclusion of the first official enrolment deadline (October). If the request is presented later, then the taxes shall not be refunded.

The deregistration period shall not be taken into consideration for calculating when the thesis should be ready. **Any activities undertaken by the candidate during this period may not be considered a part of their education or added to the doctoral candidate activities document.**

PROCEDURE:

-Application is achieved using the corresponding form, attaching supporting documents and statement of grounds, where applicable. The form must be sent to the Academic Commission for the Programme to which the student belongs.

-The student must select one of the four options given on the form and specify the exact dates for the start and end of the deregistration period.

-The Programme's Academic Commission will issue a report and send the signed form to the Board of the School of Doctoral Studies, which will accept or reject the voluntary temporary deregistration.

-The Section at the School of Doctoral Studies will recalculate the date for reading the thesis and include it in the student's file, in Sigma. The authorised deregistration period is applied at the end of the period established through the condition of the candidate (Part Time/Full Time) for the period of the authorised time off.

-Deregistration from the full course runs from 1 November to 1 November the following year; should this option be chosen during the corresponding enrolment, only the administrative taxes will be refunded, when requested prior to the end of October. Any option chosen other than 1 November to 1 November the following year (even if for a period of one full year) shall mean all taxes must be paid.