



**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\_\_ .

Deregistration due maternity or pregnancy. From \_\_\_\_\_ to (expected re-registration) \_\_\_\_\_ 20\_\_ .

Voluntary deregistration. From \_\_\_\_\_ to \_\_\_\_\_ 20\_\_ . (Max. one year)

Voluntary deregistration for the academic year (20\_\_ /20\_\_ ).

Extension of voluntary deregistration. From \_\_\_\_\_ to \_\_\_\_\_ 20\_\_ . (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
<p>The Doctoral Programme's Academic Commission agreed to accept/reject the deregistration in its meeting on _____ .          (Strike out what does not apply / Motivate in case of refusal)</p> <p style="text-align: right;">_____          Doctoral Programme Coordinator</p> <p style="text-align: right;">Signed:</p>

SCHOOL OF DOCTORAL STUDIES DECISION
<p>The Board of the School of Doctoral Studies agreed to accept/reject said deregistration on _____ .</p> <p style="text-align: right;">_____          The Director of the School of Doctoral Studies</p> <p style="text-align: right;">Signed:</p>

**DOCTORAL PROGRAMME COORDINATOR**

In accordance with the provisions of Regulation (EU) 2016/679 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. You may exercise your right to access, rectify and cancel data may be exercised in writing to the Administrator.

Article 3 of **R.D. 99/2011** considers interrupt workings for doctoral studies, as does article 7 of the **Instruction for the School of Doctoral Studies on the access, admission, dedication and continuity of doctoral studies** (23/05/2018):

**a. Deregistration due to illness:** For the purpose of determining the length of doctoral studies indicated at point 2, deregistration for illness or pregnancy will not be taken into account. The Programme's Academic Commission needs to be notified of these deregistrations, and should inform the Doctoral School by 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 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.

Any option chosen (even if for a period of one full year) shall mean all taxes must be paid.

Voluntary deregistration can not be requested when the annual evaluation period has begun or after the maximum date of the thesis deposit.

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.