



Escuela de Doctorado
Universidad Zaragoza

Continuation registration
information
Year 2023-2024

Dear PhD students,

The Doctoral School welcomes you to the new academic year and reminds you that the **enrolment** period for academic supervision for the academic year 2023-2024 is **from 4 to 15 September** (second and subsequent enrolments).

[Self-registration](#) must be done through the Virtual Secretary's Office of the University of Zaragoza.

If, on the other hand, you wish to **abandon your doctoral studies**, you must submit the form [Communication of definitive withdrawal from doctoral studies electronically](#).

We remind you that being on **voluntary leave from** your doctoral studies does not exempt you from registering for academic supervision, which must be completed on the dates indicated.

In the same way, if you have had a **negative evaluation** in the 2022-2023 academic year, you must register for the new academic year. The correction of the negative assessment must be made in this academic year, before 1 December.

Doctoral students who deposit their thesis up to and including 3 September do not need to register for the 2023-2024 academic year, although **school** or **accident insurance**, if applicable, must cover them until the defence of the thesis. We remind you that it is the responsibility of doctoral students over 28 years of age to take out [accident insurance](#), which should be sent to the Doctoral School's email address docto@unizar.es.

You can consult the [Doctoral academic calendar for the academic year 2023-2024](#) in this link.

Required documentation and form of submission

Once the registration has been completed, the following **documentation must be** submitted to the Doctoral School within 10 school days:

- **SEPA** direct debit direct debit order, signed by the account holder (if applicable, it is generated together with the enrolment document).
- If you are entitled to **free or reduced tuition**:
 - The document or **certificate issued by the competent authority** justifying the reason for the free admission (large family book; extraordinary award; proof of disability; etc.). [Further information](#).
 - Staff of the University of Zaragoza entitled to the benefit of free tuition (**Social Fund**), as well as their spouse and children under 26 years of age who are not financially independent, are exempt from providing supporting documentation.

According to the regulations governing the fund, when staff do not have a permanent link with the University, in order to be eligible for the social fund they must have a contract of 12 months or more signed in the month of enrolment (September) or have worked for at least 12 months in the 14 months immediately prior to the start date of the academic year of enrolment (1 September). In the event that at the time of enrolment it is not possible to verify the fulfilment of any of the above conditions, you may apply for the right to the grant once the condition is accredited.



If, in addition to the benefit of the Social Fund, you meet the requirements to obtain free tuition for another reason (Large Family, Disability, etc...), when registering, in the *Payment Information* tab, you must select in **Discount Application/Type of discount** all the discounts from which you may benefit (e.g. 3-Staff U.Z.+30-Generally

large family (up to 3 children)) because, if only the one corresponding to the Social Fund is selected, the total of the discount will be counted as remuneration in kind of the worker who is entitled to this benefit, with repercussions on their IRPF (Personal Income Tax).

- **Accident insurance**, in the case of students over 28 years of age. It is the responsibility and obligation of the students to take out the insurance, and they must do so directly. The University of Zaragoza offers, for information purposes, the option of taking out [accident insurance](#) with certain insurance companies. Those doctoral students who are contracted within the framework of one of the university, regional or national pre-doctoral aid programmes are [exempt from](#) the obligation to take out this insurance.

This documentation can be **submitted from the student's email account (NIP@unizar)** to the email address of the Doctoral School docto@unizar.es.

In the case of documents that are not electronically signed and that entitle the student to free or reduced registration, it will be necessary to present **a copy and the original for comparison** or a **certified copy** (which can be sent by ordinary mail) at the Doctoral School (Pedro Cerbuna 12 (Edificio Interfacultades) - 50009 Zaragoza (Spain)).

Likewise, all doctoral students are obliged to submit the **Doctoral Letter**, so if for any reason it has not yet been submitted, it should be done as soon as possible through [Solicit@](#), in accordance with the [established procedure](#).

Relevant enrolment information for pre-doctoral contract holders

Pre-doctoral contracts for doctoral training (FPI)

Only those doctoral students who **process their contracts through the Research Management Service (SGI)** must enrol as FPI grant holders, since the grant is received by the institution with which they sign the contract. In this case, in their enrolment, in the *Payment Information* tab, they must choose the option **Pre-doctoral FPI MEyC Contracted** under **Type of grant**.

If the contract is signed with **other institutions**, the PhD student must **pay the tuition fee without choosing a discount** for this reason and **request the tuition fee from the institution with which he/she has signed the contract**.

University teacher training (FPU)

When registering, those doctoral students who **process their contracts from the Research Management Service (SGI)**, in the *Payment Information* tab, must select under **Type of grant** the option of **FPU MEFP Predoctoral Contracts** and **send**, together with the registration documentation, the attached electronically signed document, **Granting of representation for the University of Zaragoza to present the application for complementary aid for registration in the Doctoral Programme to the MCIU** (Appendix 1).

If the contract is signed with **other institutions**, in **addition to the above**, a **copy of the contract** (last renewal if applicable) must be submitted to the Doctoral School together with the rest of the enrolment documentation.

It should be borne in mind that the Ministry of Universities only pays for four enrolments, so if the PhD student has already benefited from four enrolments, he/she will have to pay for the fifth and subsequent enrolments.

DGA

Pre-doctoral contracts financed by the DGA do not include tuition fees, so the only way to benefit from the discount is to be a beneficiary of the Social Fund for signing the contract.

In the case of **contracts processed by the Research Management Service (SGI)**, when registering, in the *Payment Information* tab, the option **Predoctoral Contracts DGA** must be selected under **Type of grant** and under **Application of discount/Type of discount** choose option **3-Staff U.Z.** Please note that if this type of discount does not appear, it is not possible to apply it, in accordance with the regulations of the [Social Fund](#).

Doctoral students who sign with **institutions with an agreement with the University of Zaragoza** (ISQCH, INMA, LIFTEC), in order to apply the Social Fund, must **submit to the Doctoral School**, together with the rest of the enrolment documentation, the **current contract**, so that the School can modify their enrolment and apply the **discount rate 20-Other beneficiaries of the Social Fund**.

Approval Royal Decree 576/2023



We inform you of the approval of [Royal Decree 576/2023, of 4 July, which amends Royal Decree 99/2011, of 28 January, which regulates official doctoral studies](#), whose First Transitional Provision indicates that doctoral students who have begun doctoral studies on the date of entry into force of the same will be subject to the **regime relating to the board, defence and evaluation of the doctoral thesis provided for therein from the 2024-2025 academic year**, which includes:

- The thesis will have a **minimum of two reports** issued by **PhD experts in the subject, external to the university**, who will **be able to propose aspects for improvement**. These persons may form part of the examining board that assesses the thesis. Depending on the content of these reports, the Academic Committee will give the doctoral student a period of time to respond and, if necessary, include the relevant modifications in the doctoral thesis before it is deposited.

Communication with the Doctoral School

- **Communications** from the Doctoral School will be sent via the official email address (NIP@unizar.es). You can [use another account](#) from portalcorreo.unizar.es (which can be accessed with a PIN and administrative password).
- You can **change** your **e-mail password** from [portalcorreo.unizar.es](#).
- If you have **forgotten your PIN or administrative password**, you can find out how to [recover it](#) here.
- If you have any questions, please contact us at docto@unizar.es.

Kind regards.



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