



The Doctoral School would like to remind you that the **enrolment period** for **new students** is **from 20 September to 3 October 2023**.

**Self-registration** must be carried out through the [Virtual Secretary's Office](#) of the University of Zaragoza (using a PIN and administrative password).

In order for doctoral students to enrol, admission to the programme and transfer to enrolment must have been carried out correctly at the administrative headquarters of the doctoral programme.

### Sending of admission notifications

Prior to the transfer to enrolment, **each doctoral student** must have been **sent** his/her **letter of admission**, which is obtained from SIGMA, which includes the details of:

- Tutor
- Director/s
- Lines of research
- Type of dedication
- Complementary training, if required. These complements must be passed in the academic year 2023-2024.
- Instructions for self-registration

It is necessary to corroborate that the data indicated in this letter are correct and coincide with the definitive list of admitted students, in order to avoid possible incidents, in particular the **training complements**, since **once the transfer to registration has been made, it is not possible to modify them**.

**Admission granted will expire one month** after it is granted, so if the applicant has not enrolled in the doctoral programme and subsequently wishes to begin studies, he/she must reapply for admission.

### Necessary documentation

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

- The PhD entrance **qualification if it has been obtained at universities other than the University of Zaragoza**. In addition, the following must be submitted, depending on the case:
  - If it is a degree obtained under foreign education systems belonging to the **European Higher Education Area (EHEA)**:
    - **Certificate** attesting to **level 7 of the European Qualifications Framework**.
    - **Certificate certifying that the qualification qualifies for access to doctoral studies in the country of issue**.
  - Students who have applied to the Doctoral Commission of the University of Zaragoza for **access with a non-approved foreign degree from a country outside the EHEA** must submit a certified copy or original of the **documentation they submitted with their application for access**, for comparison.



- **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 will be able to apply for 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-General 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**, if you are over 28 years old. 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 enrolment, it will be necessary to present **a copy and the original for collation** or a **certified copy** (which can be sent by ordinary mail) at the Doctoral School (Pedro Cerbuna 12 (Edificio Interfacultades) - 50009 Zaragoza (Spain)).



All doctoral students are obliged to present, through the [Solicit@](#) application, the **Doctoral Letter** within a **maximum period of one month from the assignment of the director**, in accordance with the [established procedure](#).

## Relevant registration information

### *Pre-doctoral contracts for doctoral training (FPI)*

Only those doctoral students who **process their contracts through the Research Management Service (SGI)** should enrol as FPI grant holders, as the grant is received by the institution with which they sign. 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 the contract has been signed**.

### *University teacher training (FPU)*

When registering, those doctoral students who **process their contracts through the Research Management Service (SGI)**, in the *Payment Information* tab, must select under *Type of grant* the option of ***FPU MEFP Predoctoral Contracts*** and when the decision is final, **send** the attached document, signed electronically, ***Granting of representation so that the University of Zaragoza can present the application for the complementary aid for registration in the Doctoral Programme to the MCIU*** (Annex 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.

### *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.

### *POS payment methods*

If you choose to pay by bank card (TPV), if payment is not made on the spot, you can make the payment from the [Virtual Secretary's Office](#), in Automatrícula en Grado, Máster Universitario y Doctorado/Pago [por internet con tarjeta de crédito o débito por TPV](#).



Escuela de Doctorado  
Universidad Zaragoza

**Information on the enrolment of  
new doctoral students**

**Communications** from the Doctoral School will be sent via the official email address ([NIP@unizar.es](mailto:NIP@unizar.es)). You can **use another account** from [portalcorreo.unizar.es](http://portalcorreo.unizar.es) (which can be accessed with a PIN and administrative password).

You can **change** your **e-mail password** from [portalcorreo.unizar.es](http://portalcorreo.unizar.es).

If you have **forgotten your PIN or administrative password**, you can find out how to **recover it** [here](#).