



Escuela de Doctorado
Universidad Zaragoza

**Continuation registration
information
Doctoral students
Academic year
2024-2025**

Dear doctoral 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 2024-2025 established in the [academic calendar](#) runs **from 2 to 13 September 2024** (second and successive 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 **electronically** the form [Communication of definitive withdrawal from doctoral studies](#).

We remind you that **voluntary withdrawal from** the PhD does not exempt you from registering for academic supervision, which must be completed on the dates indicated. Doctoral students who have had a negative evaluation in the previous academic year must also enrol during this period.


Doctoral students who deposit their thesis up to and including 31 August 2024 do not need to register for the academic year 2024-2025, although the **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.

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 order, signed by the account holder (this document is generated together with the enrolment form if this payment method is chosen for the first time or if the account holder has changed. If it is not generated, it is not necessary to present it).
- 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; proof of disability; etc.). [More 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.

As indicated in the Agreement of 28 September 2015, which approves the *Regulations on exemption from payment of academic public prices for employees of the University of Zaragoza*, 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, the requirements are met to obtain a free allowance for another reason (Large Family, Disability, etc...), when the application is made

In the *Payment Information* tab, in the **Discount Application/Type of discount** tab, you must select all the discounts from which you could benefit (e.g. 3-Personal 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 free payment will be computed as remuneration in kind of the worker who is entitled to this benefit, affecting their Personal Income Tax (IRPF).

- **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.

In the case of degrees that give access to the doctorate and documents not signed electronically that carry the right to free or reduced enrolment, it will be necessary to **present a copy and original for collation or certified copy** (which can be sent by ordinary mail) at the Doctoral School (Pedro Cerbuna 12 (Edificio Interfacultades) - 50009 Zaragoza (Spain)).

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

Relevant enrolment information for pre-doctoral contract holders

Pre-doctoral contracts for the training of research personnel (FPI)

Only those doctoral students who **process their contracts through the Research Management Service (SGI)** should enrol as FPI pre-doctoral contract 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 in 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**.

Pre-doctoral contracts for 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 the **Type of grant** option **FPU MEFP Predoctoral Contracts**. When the resolution is final, the attached document **Otorgamiento de representación** must be **sent** together with the enrolment documentation **so that the University of Zaragoza can present the application for the complementary aid for enrolment 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.

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.

Pre-doctoral contracts of the Government of Aragon (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**.

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.

Evaluation of academic tutoring

- You can check the **result of the evaluation** in the Virtual Secretary's Office by consulting your [academic transcript](#) (using your PIN and administrative password).
- In the event of having obtained a **negative evaluation** in the academic year 2023-2024, the **deadline for rectification is 10 November**, and a new research plan (and personal training, if applicable) or monitoring of the research plan must be submitted, accompanied by the reports of the director and tutor. Failure to make this correction will result in a new negative evaluation and the student will be **permanently withdrawn from** the programme. The student will also be [permanently withdrawn from the](#) programme if he/she obtains a second negative evaluation.

Satisfaction surveys

Coinciding with the enrolment period for the academic year 2024-2025, **from 2 to 13 September, satisfaction surveys are open** for doctoral students who have been enrolled in the first and third year of academic supervision during the academic year 2023-2024, as well as for those enrolled part-time in their fifth year.

You can carry out the survey by accessing the [ATENEA](#) platform using your PIN and administrative password.

We encourage you to take the survey, which helps us to have an overview of what you consider to be negative aspects that need to be improved and what you consider to be good aspects that need to be strengthened.

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.

Visión general del Doctorado

PhD Overview

Kind regards.



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