



Dear doctoral students,

The Doctoral School would like to welcome you to the new academic year and remind you that the **enrolment** period for academic supervision for the 2025-2026 **academic** year, as established in the **academic calendar**, runs **from 1 to 12 September 2025** (second and subsequent enrolments).

Self-enrolment must be carried out through the Virtual Secretariat of the University of Zaragoza.

If, on the other hand, you wish **to abandon your doctoral studies**, you must submit the form **Notification of definitive withdrawal from doctoral studies** by **electronic registration**.

We remind you that being on voluntary leave from the Doctorate does not exempt you from registering for academic supervision, which must be done on the dates indicated. Doctoral students who received a negative evaluation in the previous academic year must also register during this period.

Doctoral students who submit their thesis by 31 August 2025 inclusive do not need to enrol for the 2025-2026 academic year, although **their school** or **accident insurance**, where applicable, must cover them until the thesis defence. We remind you that doctoral students over the age of 28 are responsible for taking out **accident insurance**, which must be sent to the Doctoral School's email address **docto@unizar.es**.

Required documentation and how to submit it

Once you have enrolled, you must submit the following **documentation** to the Doctoral School within 10 working days:

- **SEPA** direct debit mandate, 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 there has been a change in the account holder. If it is not generated, it is not necessary to submit it).
- If you are entitled to **free or reduced enrolment fees**:
 - The document or **certificate issued by the competent authority**, justifying the reason for free enrolment (large family book; proof of disability; etc.). **More information**.
 - University of Zaragoza staff entitled to free tuition (**Social Fund**), as well as their spouses and children under the age of 26 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 public academic fees 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 with a duration 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). If, at the time of enrolment, it is not possible to verify compliance with any of the above conditions, the right to assistance may be requested once the condition has been met.

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👁 If, in addition to the Social Fund benefit, you meet the requirements for free tuition for another reason (large family, disability, etc.), when registering, in the *Payment Information* tab, you must select all the discounts you are eligible for (e.g. 3-U.Z. staff+30-Large family (up to 3 children)) because if you only select the one corresponding to the Social Fund, the total amount of the free tuition will be calculated as remuneration in kind for the worker who is entitled to this benefit, which will affect their income tax.

- **Accident insurance**, for those over 28 years of age. Students are responsible for taking out insurance and must do so directly. For information purposes, the University of Zaragoza offers the option of taking out [accident insurance](#) with certain insurance companies.

In the case of qualifications that give access to doctoral studies and documents that are not electronically signed and entitle the holder to free or reduced tuition fees, it will be necessary **to submit a copy and the original for comparison, or a certified copy** (which can be sent by regular post) to the Doctoral School (Pedro Cerbuna 12 - 50009 Zaragoza (Spain)).

All other documentation **may be submitted from the doctoral student's email account (NIP@unizar)** to the Doctoral School's email address docto@unizar.es.

Relevant enrolment information for pre-doctoral contract holders

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

Only doctoral students who **process their contracts through the Research Management Service (SGI)** should register as FPI pre-doctoral contract holders, as the grant is received by the institution with which they sign. In this case, when registering, in the *Payment Information* tab, they must select the option **FPI MEyC pre-doctoral contract holders** under *Grant Type*.

If the contract is signed with **other institutions**, the doctoral student must **pay the enrolment fee without selecting a discount** for this reason and **request the enrolment fee amount from the institution with which they have signed the contract**.

Pre-doctoral contracts for university teacher training (FPU)

When registering, doctoral students who **process their contracts through the Research Management Service (SGI)** must select the option "**Contratados predoctor FPU MEFP**" (Pre-doctoral **FPU MEFP contract holders**) under "**Tipo de beca**" (*Type of scholarship*) in the "*Información del pago*" (*Payment information*) tab. Once the decision is final, the attached document **Granting of representation** must **be sent** together with the enrolment documentation **so that the University of Zaragoza can submit the application for supplementary funding for enrolment in the Doctoral Programme to the MCIU**.

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

It should be noted that the Ministry of Universities only pays for four enrolments, so if the doctoral student has already benefited from the four, they must pay for the fifth and subsequent enrolments.

Pre-doctoral contracts from the Government of Aragon (DGA)

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

In the case of **contracts processed by the Research Management Service (SGI)**, when registering, in the *Payment Information* tab, select the option **DGA Pre-doctoral Contracted in Scholarship Type** and in *Discount Application/Discount Type* select the option **3-U.Z. Staff**. Please note that if this type of discount does not appear, it cannot be applied, in accordance with the [Social Fund](#) regulations.

Doctoral students who sign with **institutions that have an agreement with the University of Zaragoza** (ISQCH, INMA, LIFTEC) must **submit their current contract and employment history to the Doctoral School**, along with the rest of their enrolment documentation, in order to apply for the Social Fund. The Doctoral School will then modify their enrolment and apply **Discount Type 20.-Other Social Fund beneficiaries**.

Payment methods via POS

If you choose to pay by bank card (POS), if payment is not made at the time, it can be made from the [Virtual Secretariat](#), in Self-enrolment in Bachelor's, Master's and Doctorate [programmes/Online payment by credit or debit card via POS](#).

Academic supervision assessment

- You can check the **results of the evaluation** in the Virtual Secretariat by consulting your [academic record](#) (using your PIN and administrative password), or in SIGMA in [doctoral management](#) under the "Academic Committee Evaluation" tab.
- If you receive a **negative evaluation** in the 2024-2025 academic year, you will **have six months from the first call to rectify the situation** by submitting a new research plan (and personal training plan, if applicable) or follow-up to the research plan, along with the assessment of the director(s) and tutor. If this correction is not made, you will receive another negative assessment and will be **permanently removed** from the programme. You will also **be permanently removed** if you receive a second consecutive negative assessment.

Satisfaction surveys

Coinciding with the enrolment period for the 2025-2026 academic year, **from 1 to 12 September, satisfaction surveys will be open** for the 2024-2025 academic year for doctoral students who were enrolled in the first and third years of academic supervision during that year, as well as for those enrolled part-time in their fifth year.

To complete the survey, log in to the [ATENEA](#) platform using your PIN and administrative password.

We encourage you to complete the survey, which helps us to gain an insight into the aspects you consider negative and in need of improvement, as well as those that are well regarded and should be reinforced.

Communication with the Doctoral School

- All **communications** from the Doctoral School will be sent via the official email address (NIP@unizar.es). You can forward emails to another account from portalcorreo.unizar.es (accessed with your PIN and administrative password).
- You can **change your email password** at 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 .

MORE INFORMATION

Kind regards. EDUZ