



The Doctoral School welcomes you and would like to inform you of the necessary steps in the [enrolment process](#).

The **enrolment period** for **new students**, as established in the [academic calendar](#), runs **from 29 September to 8 October 2025**.

Self-enrolment must be carried out through the [Virtual Secretariat](#) of the University of Zaragoza (using [your PIN and administrative password](#)).

In order to enrol, you must have been successfully admitted to the doctoral programme and transferred to enrolment by the doctoral programme's administrative office.

Please note that:

1. Enrolment in doctoral academic supervision must be formalised **annually** within the deadlines set out in the [academic calendar](#), throughout all years of doctoral training and until the thesis is submitted, **even** in situations of **temporary leave**. **Failure to do so will be considered grounds for [abandonment](#)** of doctoral studies.
2. In the case of new doctoral students entering in the 2023-2024 academic year and thereafter, **the date of enrolment constitutes the start date of doctoral studies** for the purposes of [calculating the deadline](#) for submitting the thesis.

Sending of admission notifications

Prior to enrolment, you will **have received a letter of admission from the doctoral programme headquarters**, which includes the details of:

- Supervisor.
- Director(s).
- Research areas.
- Type of commitment.
- Additional training, if required. These **must be enrolled in during the first academic year possible** after enrolling in the doctoral programme and **must be passed** in that academic year; **they cannot be re-enrolled in a second time**. Failure to comply will result in [permanent withdrawal](#) from the doctoral programme. For the purposes of public prizes and the awarding of scholarships and study grants, they will be considered as doctoral-level training.
- Instructions for self-enrolment.

It is necessary to verify that the information provided in this letter is correct and matches the final list of admitted students, in order to avoid any issues, particularly [regarding supplementary training](#), as **once enrolment has been completed, it is not possible to make any changes**.

Admission will expire one month after it is granted, so if the applicant has not enrolled and subsequently wishes to begin their studies, they must reapply for admission during the next regular application period, if there are still places available in the corresponding programme.

Required documentation

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

- Doctoral admission **qualification if obtained at universities other than the University of Zaragoza**. In addition, the following must be submitted, as applicable:
 - If the qualification was obtained under foreign education systems or in institutions belonging to **the European Higher Education Area (EHEA)**:
 - **European Diploma Supplement (EDS)**.
 - If you do not have this because you obtained your qualification before 2003:
 - **Certificate accrediting level 7 of the European Qualifications Framework (EQF)**.
 - **Certificate attesting that the degree qualifies the holder for admission to doctoral studies in the country where it was issued**.
 - Students who have applied to the Doctoral Committee of the University of Zaragoza **for admission with a foreign degree that is not recognised by the EHEA** must submit a certified copy or original of the **documentation they submitted with their application for admission**, for verification purposes.
- **SEPA** direct debit mandate, signed by the account holder (this document is generated together with the registration 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; special award; proof of disability; etc.). [More information](#).
 - If you have obtained honours in a master's degree at the University of Zaragoza, once you have registered and before paying the fees, you must notify the Doctoral School by email atescdocto@unizar.es so that the discount can be applied.
 - University of Zaragoza staff entitled to free enrolment (**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.

According to the regulations governing this 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 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 verified.



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 in **Discount Application/Discount Type** (e.g. 3-U.Z. Staff+30-General 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**, if you are over 28 years of age. Students are responsible for taking out insurance and must do so directly. The

University of Zaragoza offers, for information purposes, the option of taking out [accident insurance](#) with certain insurance companies. Doctoral students who are enrolled in any of the university, regional or national pre-doctoral grant programmes are [exempt](#) from the obligation to take out this insurance.

In the case of degrees that give access to doctoral studies and documents that are not electronically signed and that 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 mail) to the Doctoral School (Pedro Cerbuna 12 - 50009 Zaragoza (Spain)).

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

Doctoral Letter

All doctoral students are required to submit their **doctoral letter** via the [Solicit@](#) application within **a maximum period of one month**, in accordance with [the established procedure](#). Failure to submit this document will result in the cancellation of access to the file in SIGMA, meaning that it will not be possible to include any documentation on the platform: DAD activities and documentation necessary for evaluation.

Once enrolment has been completed, the School will create the file in *Doctoral Management*. This is done once a week, so by the following Monday you should be able to access SIGMA and submit your Doctoral Charter.

Issues with the Doctoral Letter: programasdoctorado@unizar.es.

Relevant enrolment information for people with pre-doctoral contracts

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

Only 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 the contract. In this case, when registering, under the *Payment Information* tab, they must select the option ***Pre-doctoral FPI MEyC Contracted in the Type of Grant section***.

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, signed electronically, ***Granting of representation must be sent 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.

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 through the Research Management Service (SGI)**, when registering, in the *Payment Information* tab, select the option *Pre-doctoral DGA contracts* in the *Scholarship Type section* and select the option **3-U.Z. Staff** in the *Discount Application/Discount Type section*. 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 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 terminal

If you choose to pay by bank card (POS), and if payment is not made at the time of enrolment, you can pay via the [Virtual Secretariat](#), under Self-Enrolment in Bachelor's, Master's and Doctorate Programmes/[Online Payment by Credit or Debit Card via POS](#).

Communication with the Doctoral School

- **Communications** with doctoral students from the Doctoral School will be 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).
- **The email password** can be **changed** 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 the Doctoral School at docto@unizar.es.

[Further information](#)

Kind regards, EDUZ