



Dear doctoral students,

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

We would like to take this opportunity to invite you to the **Welcome Day, which will take place on 16 October at 4 p.m. in the Assembly Hall of the Faculty of Education** (San Francisco Campus) [more information will be available [here](#) soon].

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

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

In order for doctoral students to enrol, the administrative office of the doctoral programme must have correctly processed their admission to the programme and transferred them to enrolment.

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. **The date of enrolment constitutes the start date of doctoral studies** for the purposes of [calculating the deadline](#) for submitting the thesis.

Sending admission notifications

Prior to transfer to enrolment, **each doctoral student** must have **been sent** their **letter of admission**, which is obtained from SIGMA, including the following information:

- Supervisor.
- Supervisor(s).
- Research areas.
- Type of commitment.
- Supplementary training, if required. Students must enrol in these supplementary courses in the first academic year possible after enrolling in the doctoral programme and must pass them in that academic year. They may not re-enrol in these courses. **Failure to comply will result in [permanent withdrawal](#) from the doctoral programme.**
- 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 possible incidents, particularly with regard **to supplementary training**, as **once the transfer to enrolment has been made, it is not possible to modify it.**



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

Required documentation

Once enrolled, the following **documentation** must be submitted to the Doctoral School within 10 academic days:

- Doctoral admission **qualification if obtained from universities other than the University of Zaragoza**. In addition, depending on the case, the following must be submitted:
 - If the degree was obtained under foreign education systems belonging to **the European Higher Education Area (EHEA)**:
 - **European Diploma Supplement (EDS)**.
 - If you do not have this because you obtained your degree before 2003:
 - **Certificate** attesting to **level 7 of the European Qualifications Framework**.
 - **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 non-approved foreign degree from a country outside the EHEA** must submit:
 - Certified copy or original of the **documentation submitted with the application for access**, for comparison purposes.
 - **Favourable decision by the Doctoral Committee** on your application for access with a non-approved foreign qualification issued by a country outside the EHEA.
- **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; special award; proof of disability; etc.). [More information](#).
 - If you have obtained honours in a university master's degree at the University of Zaragoza, once you have enrolled and before paying the fees, you must inform the Doctoral School by emailing escdocto@unizar.es so that the discount can be applied.
 - 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.

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 one that is valid during 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, you may apply for the grant once the condition has been met.



If, in addition to the Social Fund benefit, you are eligible 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-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. Taking out insurance is the responsibility and obligation of the student, who 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 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.

Doctoral Letter

All doctoral students are required to submit their **Doctoral Letter** via the [Solicit@](#) application **within one month of enrolment**, in accordance with [the established procedure](#). Failure to submit this document within the established period will result in the cancellation of access to the file in [SIGMA](#), meaning that it will not be possible to include any documentation in it (activities from the Doctoral Activities Document (DAD) or documentation necessary for the [annual evaluation](#)).

Please note that **once you have enrolled, the School must create your file in Doctoral Management. Until the file has been created, you will not have access to SIGMA and will not be able to submit your Doctoral Letter.** Although it may be possible to do so before the end of the enrolment period, the file is created once the period has ended.



Relevant enrolment information

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, under 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 along 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 funding for enrolment, so the only way to benefit from the discount is to be a beneficiary of the Social Fund upon 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 (CSIC)** 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 the **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 registration, you can pay via the [Virtual Secretariat](#), under Self-Enrolment in Undergraduate, Master's and Doctorate Programmes/Online Payment by Credit or Debit Card via POS.



Escuela de Doctorado
Universidad Zaragoza

**Information on enrolment for
new doctoral students
Academic year 2025-2026**

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** 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