

Welcome Manual

School of Doctoral Studies

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1. Presentation: The Doctoral School of the University of Zaragoza (EDUZ)

UNIZAR:

*The University of Zaragoza is the public university of Aragon. Rooted in its society and committed to its development, it is a creator of culture, an enhancer of thought and a driving force for economic progress, and is configured as a **space for permanent change and exchange** in which science, culture and technology are promoted.*

*The University of Zaragoza aims to be a **quality institution at the service of the progress of Aragon**, dedicated to the training of educated, critical and committed individuals, highly qualified as professionals, who respond to the social and labour needs of the moment, and who are well prepared to adapt, anticipate and lead the processes of change.*

*The University of Zaragoza **advocates the Knowledge Society** by assuming a leading and anticipatory role and offers, to society in general and to companies and institutions in particular, the development and application of the most advanced ideas and techniques in scientific, technological and humanistic matters.*

*The University of Zaragoza aims to **achieve comprehensive quality training through teaching and research**, based on the **active participation of students** in their training process, not only in terms of acquiring knowledge but also in terms of the development of the person and their attitudes, competences, skills and abilities.*

*The University of Zaragoza advocates **an innovative teaching staff committed to quality**. To this end, it will encourage their participation in cutting-edge research, their ongoing training as teachers, with **emphasis on the pedagogical aspect**, and their integration in the objectives and management of the University itself.*

*The University of Zaragoza is committed to an organisation characterised by its **decentralisation**, both geographically and in terms of management. Its **extensive***

historical trajectory confirms its commitment to openness and international vocation, with a broad dedication to the European and Latin American spheres.

The University of Zaragoza wants to be **recognised** as:

- A **national and international reference** for its quality and prestige in teaching and research.
- An element of progressive evolution and a **driving force for social transformation and economic development**, effectively combining tradition and modernity.
- A **dynamic, open institution**, oriented at all times towards social demand.
- A quality institution recognised for the excellence of the services it offers.
- Expression of permanent commitment to the **future development of Aragon** and to the **defence of its cultural, historical and artistic legacy**.

EDUZ:

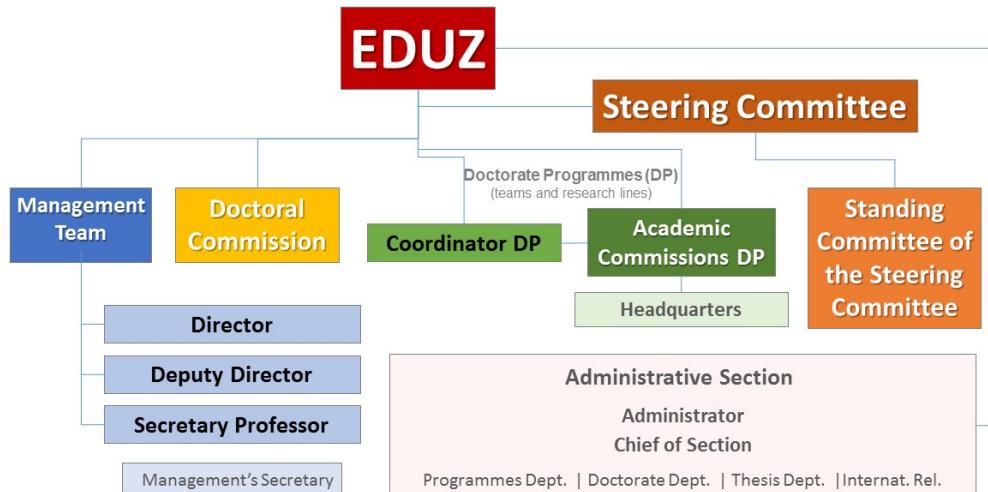
The Doctoral School of the University of Zaragoza (EDUZ) was **established in 2012** to lead UZ's doctoral strategy. EDUZ is committed to facilitating the "leap" from the knowledge-based academic environment to the professional world based on competences, skills, and experience.

The **studies on offer consist of 50 doctoral Programmes**, 10 of which are shared with other Spanish universities, ensuring a **wider range of research lines, grants, and contracts** associated with research groups as well as greater access to training activities. Researchers who do their theses at the EDUZ feel comfortable in a context that merges academic excellence with personal closeness, joint work with other researchers, and a rich and diverse environment.

[Earn your doctorate at the University of Zaragoza](#)

2. EDUZ Structure

The EDUZ is organized by the following structure:



Management Team:

- *Director (diredoc@unizar.es)*
- *Deputy director (subedoc@unizar.es)*
- *Secretary Professor (secedoc@unizar.es)*

Steering Committee:

chaired by the director

- *composed by the management team, all doctoral program's coordinators and doctoral candidates representatives (repredoctorandos@unizar.es)*

Administrative Section:

- *Located close to the Sports Pavilion (Campus San Francisco, see map)*
Contact: docto@unizar.es

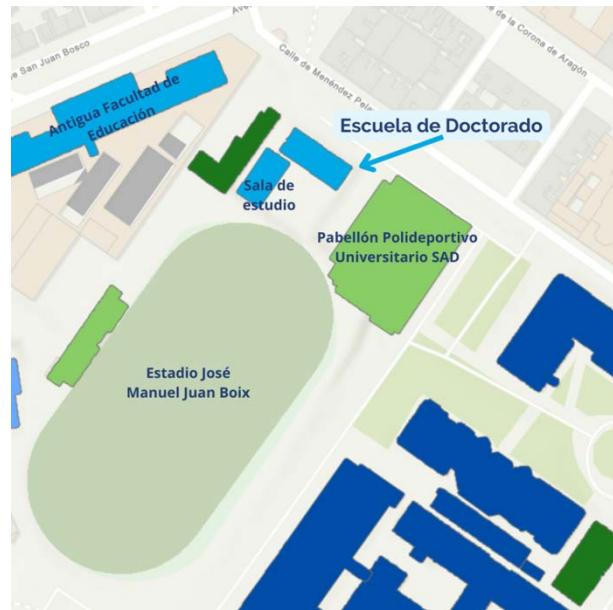
Doctoral Commission

- *Composed by ten coordinators (two for each knowledge branch)*
- *In charge of quality assurance and conflict resolution*

Each Doctoral program has:

- *a coordinator*
- *an academic commission (to follow-up doctoral candidates)*

- *an administrative office*



3. Alliances

*The University of Zaragoza is integrated into two **interuniversity Spanish consortia**:*

- [**Campus Iberus**](#) (Zaragoza, La Rioja, Lleida, and Pública de Navarra)



- [**G9**](#) (Cantabria, Castilla La Mancha, Extremadura, Illes Balears, La Rioja, Navarra, Oviedo, País Vasco y Zaragoza, Universidad de Murcia)



And in the [European UNITA alliance](#) (Torino, Pau et Pays de l'Audour, Savoie Mont Blanc, Beira Interior, West Timisoara, Pública de Navarra, Zaragoza, Suisse occidentale, Chernivtsi, Brasov, Guarda, Brescia)



Doctoral meetings are organised annually in the context of these alliances:

<i>Campus Iberus</i>	Campus Iberus Doctoral Meetings
<i>G9</i>	G9 doctoral meetings
<i>UNITA</i>	Cross border UPPA-UNIZAR doctoral meeting

Besides, Campus Iberus and UNITA organise annual contests for quick thesis presentation:

<i>Campus Iberus</i>	"Thesis in 3 minutes" contest
<i>UNITA</i>	"My 3 min PhD thesis" contest

4. Doctoral Studies Overview

A. ACCESS TO DOCTORAL STUDIES

In general, in order to access to an official doctoral program, students must hold an official Spanish **Bachelor's degree** or equivalent, and a **master's degree** or equivalent. At least 300 ECTS credits must have been earned between both programs. The doctoral program **may require more specific requirements** (in terms of proximity of the degree to the area) and may establish formation complements to be acquired in the UZ once enrolled.

Those who hold degrees issued by a **country outside the European Higher Education Area (EHEA)** and are not standardized must **apply for access** during the

academic year prior to the planned start of the doctorate (deadline stated in the academic calendar), through the corresponding procedure.

*Once the application for access has been favourably resolved, candidates must apply for **admission** to the DP of their interest.*

B. ADMISSION TO A SPECIFIC DOCTORAL PROGRAM

*Doctoral studies can only be pursued **once admission to a specific program has been obtained by meeting the criteria established by the program** and made public on the program's website.*

*The EDUZ will establish the **admission deadline(s)** in the academic calendar. Candidates must apply for admission to the program's Academic Committee and include a **motivation letter** expressing interest in one of the program's research lines and proposing a possible thesis supervisor.*

C. ENROLLMENT, DEDICATION AND CANCELLATION OF STUDIES

Doctoral students must enrol in the program during the dates indicated in the academic calendar. Enrolment will be obligatory during all the years of the doctoral program, including the year of the thesis submission.

- *Full-time* doctorate students will have **four** years to present their doctoral thesis from the date of admission to the DP.
- *Part-time* doctoral students will have **seven years** from their admission to the program until the presentation of the doctoral thesis.

*Exceptionally, the aforementioned extensions may be prolonged for an additional year. Doctoral students may apply to the Academic Committee for a change in study mode, as well as **temporary leave** for justified reasons. Doctoral students may be definitively withdrawn from the program and have their record closed if they **do not enrol**, if they **exceed the time** available to submit the thesis or if they are subject to **two consecutive negative evaluations** of the research plan.*

*Students with a **degree of disability equal to or greater than 33%** the duration will be six (full-time) and nine years (part-time).*

D. TRAINING PROCESS: SUPERVISION AND FOLLOW-UP

Supervision functions of doctoral students are set out in the [**Doctoral Letter**](#) signed by the doctoral candidates once enrolled. The thesis supervisor will provide **guidance in the research tasks**, as well as ensure the coherence and suitability of the training activities and the impact and **novelty** of the thesis within the field of research.

D.1 DAD

[**Monitoring of the training process**](#) will be carried out by means of the **research plan**, a **personal training plan** and the DAD (Document of Doctoral Activities). This is all managed through the [**SIGMA-PhD Management**](#) platform.

The **DAD** is the **record** of all the activities –stays, courses, attendance to congresses, or others– that the doctoral student keeps from his/her enrolment until the presentation of the doctoral thesis.

D.2 Research plan

The **research plan** is submitted **before the end of the first year** of enrolment and must include, at least, the methodology to be used and the objectives to be achieved, as well as the means and time schedule. This plan, which must be endorsed by the supervisor and the tutor, will be updated until the end of the thesis through the **annual follow-up reports**. These reports must always be endorsed by the thesis supervisor and be submitted within the deadlines established by the academic calendar.

Annually, in June, the program's Academic Committee will evaluate the research plan, the subsequent follow-up plans, and the DAD. A **positive evaluation** will be a **prerequisite** to continue in the program. In the case of a negative evaluation, the doctoral student must be re-evaluated within a maximum of six months.

d.3 Personal training plan

The **personal training plan** will contain a **forecast of the different training activities** that will take place during the doctoral thesis and must be in accordance with those required for each doctoral program (courses, seminars, mobility activities,

etc.). The **Doctoral School** offers a wide variety of transversal training activities each academic year and, on the other hand, each **doctoral program** organizes **specific training activities**.

E. SPECIAL DOCTORAL THESIS MODALITIES

There are special doctoral thesis modalities;

- I) Doctoral thesis with international mention: a minimum 3-month stay outside Spain is required as well as other requirements in terms of language, external reviewers and composition of the thesis jury.
- II) Doctoral thesis with industrial doctorate mention. The two requirements are: a contract of at least 2 years with a company in the private or public sector, a collaboration agreement between the university and this sector.
- III) Doctoral thesis in co-tutelle with another (foreign) university: an agreement between both universities has to be signed and at least 9-month shave to be spent abroad.
- IV) Besides, a doctoral thesis can be presented in the **Thesis by compendium of publications modality**.

F. DOCTORAL THESIS SUBMISSION AND DEFENSE

Once the thesis has been completed, the candidate must **submit it and apply for it to be processed**. All theses submitted from the 2024-2025 academic year onwards must be accompanied by a minimum of **two reports** issued by external doctoral experts in the field, who may propose areas for improvement. A **favourable evaluation** of the thesis by the corresponding jury will lead to the issuance of the title of Doctor from the UZ. See [more info](#).

5. Funding

Doctoral candidates can access a variety of grants and predoctoral contracts to finance their doctorate offered by **Spanish public institutions** (national and regional), **private institutions, foundations**. There are specific funding opportunities for Iberoamerican students, as well as several mobility funding

possibilities (Erasmus+ and regional/national calls) to do research stays abroad. In addition, UNITA Alliance offers **predoctoral contracts to finance PhDs** co-supervised by UNITA universities as well [as mobility and formation opportunities](#).

6. Training

The EDUZ offers students a wide [range of courses](#), some related to **specific competences**, but other related to **transversal competences** (ethics and integrity in research, research with gender perspective, research dissemination, entrepreneurship, communications skills, emotional intelligence...). Courses organised directly by the EDUZ are organised in the subsequent modules:

- *Communication skills*
- *Scientific information management*
- *Career and Entrepreneurship*
- *Research and Society*
- *Instrumental or technical aspects*
- *Soft skills, social and emotional intelligence*

The offer is complemented with **courses and activities organised with or by other institutions**, including the Joint G9 online offering, the UNITA virtual mobility, lectures series, specialization courses and doctoral meetings. Besides, each doctoral program organizes **specific formation activities**, some of them **mandatory**.

7. Code of good practice

The University of Zaragoza has drawn up the [Code of Good Practice](#) for its Doctoral School and Programmes as a **suitable instrument for channelling relations** between doctoral students, the researchers responsible for their training and the University, through the Doctoral School.

The Code of Good Practice, inspired by the European Charter for Researchers, is a complementary instrument to existing regulations (mainly the Internal

Regulations of the Doctoral School) and aims to generate a common culture that will increase the quality of doctoral training and contribute to rigour, respect, responsibility and integrity in the development of scientific activity. [It can be accessed here.](#)



8. Iberus Connect

Iberus Connect is an **international network and PhD community of students** coming from abroad. Its coaching program attempts to help PhD students coming from abroad to adapt to the hosting University and PhD life by pairing incoming PhDs with more experienced ones willing to act as local coaches at your university. Iberus connect ambassadors can be reached through embajadoct.uz@gmail.com

9. Communication

A weekly newsletter (*iEDUZ*) with all the information of interest for doctoral candidates, both in Spanish and in English, is sent. All the *iEDUZ* newsletters can be found [here](#).

In addition to the website, the *EDUZ* is present in social media:

Youtube: EDUZ

Instagram: @escueladoctoradouz

Bluesky: @escueladoctoradouz.bsky.social

10. General UNIZAR services

A. Access credentials and identification

University members can access a series of services using their credentials.

Depending on the service in question, the credentials are:

- 1) Email account: username/password (see next point).
- 2) **PIN/admin password**: given when joining the university.

From the academic year 2020-2021, there is no physical university card, as it has been replaced by the University Smart Card (TUI). This card may be used for identification, use of libraries and reading rooms. It can be obtained by downloading the AppCrue.

B. Digital Repository

*The University of Zaragoza offers its users the [institutional repository Zaguán](#) to deposit in digital format the theses and documents read at the UZ. This repository complies with the OAI (Open Archive Initiative) specifications that ensure accessibility with **open standards** to the documents deposited in it.*

C. University Libraries

There are 18 libraries of the University of Zaragoza (Teruel, Zaragoza, Huesca). See [more info](#).

D. University Centre of Modern Languages

The University Centre of Modern Languages (CULM) currently teaches **10 languages** (German, Arabic, English, French, Modern Greek, English, Italian, Japanese, Portuguese, Russian and Chinese) with **different types of courses**. It also offers [Spanish courses](#).

E. EURAXESS

*This [office](#) will assist any foreign researcher coming to Aragón in **topics** concerning how to obtain visas, Stay and Resident cards and their renewals, recognition and homologation of degrees, Social Security and Health Assistance, jobs, schooling, and any other **useful information** to make researcher's mobility easier. The University of Zaragoza adheres to the **European Chart and Code for Recruitment of Researchers** and has obtained the HRS4R label launched by the European Commission.*

F. Research Support Services

Visiting researchers can use these services for researchers according to the conditions of the agreement between their home institution and the University of Zaragoza:

- ***[Research support services](#) (SAI-“Servicios de Apoyo a la Investigación”).***
*This includes several **workshops and equipment** that are available to the*

researchers at special prices. Examples of available SAIs are Electron Microscopy, Chemical or Biochemical analysis, or Genomics.

- [Research Administration Service](#) (SGI-“Servicio de Gestión de Investigación). This office will support you in the **administration of any research contract** with Spanish or regional administration, from the presentation of the proposal to the financial management of the project.
- [Office for Research Transfer](#) (OTRI-“Oficina de Transferencia de Resultados de Investigación”). This office will **help you in any research contract with a company or an institution**, from the negotiation of the contract to the financial management, as well as any issue related to Intellectual Property. R&D join proposals between university and companies, to be supported by central or regional government will be fully managed from this service. If a researcher has any idea that can be transformed in a company, the researcher will receive assessment and tuition. Institutional and company Chairs are a suitable instrument to carry on a stable collaboration between University and companies or institutions.
- [European Project Office](#) (OPE-“Oficina de Proyectos Europeos”). This office will provide support for the **presentation and management of international research projects**, which in most cases will be funded by the European Union.
- [Office for Recruitment of Researchers](#) (GESPI- “Unidad de Gestión de Personal Investigador”). If you are **responsible for a research project at UNIZAR**, this office will help you to manage **the selection of researchers to be contracted** in this project, according to the procedures that ensure publicity and equal rights.

G. University Ombudsman

Attends to **complaints, requests or petitions** from any member of the university community if he/she considers that any governing body, academic authority or university service has violated his/her rights or harmed his/her legitimate interests. See [more information](#).

H. Vice-Rector's Office for Internationalisation and Cooperation

It channels the support of foreign students at UNIZAR, as well as it includes useful information related with:

- [accommodation services](#)
- [Spanish courses](#)
- [international relations offices](#)

And [much more](#).

[I. Office for students with Disabilities](#)

*The [University Office for Diversity](#) at the University of Zaragoza (OUAD) under the Vice-Rector for Students and Employment, whose main function is to **ensure equal opportunities** through the **full inclusion** of college students in university academic life, and to promote awareness of the university community. We have an especial compromise with students with special educational needs arising from disabilities.*

[J. Harassment prevention and response office](#)

*The **objectives** of the [harassment prevention and response office](#) are both the prevention and the development of the response to cases of harassment based on sex, sexual orientation, gender expression or gender identity. Contact: opra@unizar.es*

[K. Occupational Health & Safety](#)

*The **prevention of occupational risks** is an ethical, legal and social requirement that must be integrated as another element of modernization and improvement of the organization of the University of Zaragoza, in each of the activities carried out there and in the actions of all its hierarchical levels. See [more info](#).*

[L. Psychosocial cabinet](#)

*Its objective is **to provide the university community with the necessary resources** and tools to achieve an **adequate psychological development** that will allow them to face the challenges of their daily academic and professional life in the best possible way. See [more info](#).*