



Universidad
Zaragoza

**Enrolment in academic tutelage
for the doctorate
Plans adapted to the EHEA
20 – 20 ACADEMIC YEAR**

**APPLICATION
FOR
ENROLMENT**

CAREFULLY READ THE INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION

Personal details:

NIF, NIE or Passport			First surname			Second surname			Name		
Date of birth			Gender		Nationality		Country			Place of birth	
Day	Month	Year	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Spanish	<input type="checkbox"/> Foreign					

Normal home address (this address will be used for notification purposes)

Street:	No.:	Flat:	Post code:
City & Province:	Country:	Tel. No.:	

Address during the course:

Street:	No.:	Flat:	Post code:
City & Province:	Coun	Tel	E-mail:

Details of Doctoral Programme

Programme name:	Code:	Plan-RD
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Financial details for the enrolment (please provide the corresponding supporting documents)

Enrolment type		Tuition assistance grants		Other tuition assistance	
0	<input type="checkbox"/> Ordinary	A.	<input type="checkbox"/> FPU Fellowship	7.	<input type="checkbox"/> Tertiary Ed/Thesis Tutelage Aid
30	<input type="checkbox"/> General large family (up to 3 children);	B.	<input type="checkbox"/> FPI Fellowship	9.	<input type="checkbox"/> Joint Thesis Tutelage Aid
1	<input type="checkbox"/> General large family (4 children);	C.	<input type="checkbox"/> DGA Fellowship	B.	<input type="checkbox"/> Santander Scholar
2	<input type="checkbox"/> Large family (5 or more children);	Contract signed with:		<input type="checkbox"/>	Carolina Foundation Scholar
3	<input type="checkbox"/> UZ staff	.			
4	<input type="checkbox"/> UZ staff children/partners;	.			
38	<input type="checkbox"/> Disabled	.			
99	<input type="checkbox"/> Others	.			

Authorise the transfer of your name, address and qualifications to companies in the commercial and/or training sector for educational or work-related

YES NO

If you are disabled, would you authorise the transfer of the aforementioned details to the Disabled Services Office at the University of Zaragoza to send you information that may be of interest?

YES NO

Means of payment

In the financial entity Payment by internet using a credit/debit card POS system

By direct debit. In this case, complete your banking details. You must have authorisation if you are not the account holder

Name and surname(s) of account holder	Account holder signature
<input type="text"/>	<input type="text"/>
Name of the financial entity and branch no.	
<input type="text"/>	
IBAN (24 digits)	
<input type="text"/>	

Enrolment is done at the candidate's risk; acceptance remains outstanding until the details and requirements noted in the application are verified, in addition to confirmation of payment for enrolment.

The candidate, _____ In _____, on _____ 20.....

Signed:

In accordance with the provisions of Regulation (EU) 2016/679 on Personal Data Protection, please be aware that your data will be added to the students' file, whose purpose is academic and administrative management, in addition to management of your participation in the services at the University of Zaragoza.

INSTRUCTIONS

Detailed information on enrolment can be found at:

<https://escueladoctorado.unizar.es/es/matr%C3%ADcula-en-estudios-de-doctorado-fechas-y-lugar>

Enrolment on doctoral courses is done via Internet (self-enrolment). Go to:

http://www.unizar.es/secretaria_virtual.html

Enrolment must be done annually until the doctoral thesis is defended

ENROLMENT PERIOD

See [specific doctoral calendar](#).

PROCEDURE

I. Students shall send this form to the School of Doctoral Studies, together with the necessary documents.

II. Academic documents to be presented by those people enrolling for academic tutelage for the doctorate **for the first time**:

Students with studies undertaken in European Higher Education Area countries:

- a) Copy of the admissions form
- b) Original and copy of the qualification enabling access (unless issued by UZ)

Students with studies undertaken countries not in the European Higher Education Area:

- a) Copy of the admissions form
- b) Original and copy of the qualification enabling access
- c) Students who have requested the equivalence of their prior qualification to the corresponding Spanish one from the UZ Doctoral Committee do not need to provide a copy of this decision when enrolling as it will automatically have been included in their file.

Documents issued by a non-EU country must be legalised and translated into Spanish, unless they are in a commonly-used language. For further information on translation and legalisation:

<https://escueladoctorado.unizar.es/es/legalizacion-traduccion>

III. Documents to send to the School of Doctoral Studies, together with the enrolment form, for students who have **enrolled in academic tutelage in previous years**:

- Only those documents that substantiate the right to any discounts or exemption.

IV. Enrolment costs:

The public prices to be paid are as given in:

<https://escueladoctorado.unizar.es/es/tasas>

V. TRANSVERSAL ACTIVITIES OFFERED BY THE SCHOOL OF DOCTORAL STUDIES- Doctoral candidates can enrol in these activities in the School of Doctoral Studies Section. For those studying programmes regulated by R.D. 99/2011, these activities will be accepted by your thesis tutor/director and assessed by the programme's Academic Commission. They will be included in the doctoral candidate's activities document (DAD).

EXEMPTIONS FROM PAYMENT & AID

Exemption from payment for large families, being disabled or any other cause must be documented when enrolling at the time given in:

<https://escueladoctorado.unizar.es/es/tasas>

COMPLEMENTARY COURSES

Should complementary courses be necessary, then [self-enrolment](#) for academic tutelage for the doctorate must be formalised first. Then, the student must go to the centre responsible for the official university master's whose subjects must be studied. The student must bring a copy of this form together with the enrolment document (which can be printed after self-enrolment).

These complementary subjects are not subject to payment exemptions. Thus, the corresponding public prices must be paid when enrolling at the centre responsible for the Master's course whose subjects must be studied.

NB 1: The complimentary subjects must be studied and passed in the first year in which enrolment in academic tutelage is formalised, or as per the guidelines given by the programme's Academic Commission and detailed in the doctoral candidate's commitment document.

MANDATORY ACCIDENT INSURANCE

Students aged over 28 who are not covered by the student insurance, who must underwrite an accident insurance policy.

Procurement of insurance is the responsibility and obligation of the student; this must be done directly and a copy of the policy or receipt for this policy given to the secretary at the centre along with all other registration documents. By way of information, the University of Zaragoza offers the possibility of taking out insurance with various companies whose details can be found here:

[Accident Insurance](#)

The right procedure is:

1. The student must pay the corresponding amount into a bank account, including the details required in each case for the payment or transfer: ID No., full name, qualification and year.
2. The receipt should be scanned and sent by email together with a data file to the corresponding insurance company/brokerage.
3. By return, the student will receive a receipt or certificate; a copy of this should be given to the Secretary when formalising enrolment.

If already in possession of an accident insurance policy, a copy of this needs to be presented when enrolling.

People under the age of 28 are free to underwrite an accident insurance policy recommended by the University except for subjects in the Veterinary Faculty, where it will be mandatory for all students.

Once self-enrolment is complete, the procedures detailed in points 1, 2 and 3 will be effected.