

REDUCTIONS AND EXEMPTIONS FOR DOCTORAL STUDIES

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ACCREDITING THE RIGHT TO AN EXEMPTION OR REDUCTION OF PUBLIC FEES

The form and time of submission of the documents proving the student's right to apply the reduction or exemption is indicated for each situation.

No need to submit documents:

- When the student allows the UAH to verify the following situations with the corresponding Public Administration when pre-registering: Large family, Victims of terrorism, students with disabilities and minimum living income.
- When the student, when formalising the matriculation, consents for the UAH to check the following situations online: Large family, Victims of terrorism, students with disabilities and minimum living income.

SCHOLARSHIPS AND GRANTS

- [General grants and scholarships awarded by the Ministry of Education](#)
- **Financial assistance from the UAH by agreement with other institutions**
 - **Reductions and exemptions:**
 - ✓ These will be in accordance with the terms of the relevant agreements or, where applicable, with the credentials of the grant-holder.
 - ✓ The appropriate reduction or exemption will be applied at Doctoral Scholl when the registration period finishes.

REDUCTIONS AND EXEMPTIONS

- **Large family**

According to the provisions of Article 12 of Law 40/2003, of 18 November, on the protection of large families and Royal Decree 1621/2005, of 30 December, which approves the Regulations of Law 40/2003, of 18 November, students who are members of large families are entitled to the following exemptions or reductions in the payment of public prices and fees, depending on whether they are members of a large family in the special or general category:

General category large family. Reductions:	Special category large family. Exemptions:
✓ 50% of the price for academic services and administrative services.	✓ 100% of the price for academic services and administrative services.
✓ Does not include school insurance.	✓ Does not include school insurance.
✓ 50% of the fees for degree certificate and academic records.	✓ 100% of the fees for degree certificate and academic records.

- **Requisites to qualify for assistance:**

Large Family Card, which must be current at some time between the date of matriculation and the date of payment of the first electronically generated matriculation receipt, both included, or between the issue and payment dates of the receipt for the university degree certificate or academic certificates.

- **Documents to be presented, period and way of presentation:**

- ✓ Copy of the **Large Family Card** showing, in addition to the commencement and renewal dates, the names of all beneficiaries, issued by the competent body of the Spanish administration or a copy of proof of having submitted to the competent administration the application for obtaining or renewing the official certificate accrediting large family status. In order to benefit from this, the application must be in force on one of the days between the date of matriculation and the due date, both included, of the first matriculation receipt generated, or between the date of issue and the due date of the receipt for the payment of other academic services. Within 10 days of notification of the decision to grant or renew your status as a large family, you must submit a copy of the certificate so that your file is complete.
- ✓ Before the matriculation payment period commences or before applying for the degree certificate or academic certificates, if consultation has not been authorised; failure to present means there will be no reduction or exemption from payment of the fee for matriculation, or other services of an academic nature and will be regarded as renunciation of same.
- ✓ It must be sent by e-mail to escuela.doctorado@uah.es. The document sent will be valid as long as it has a verification code to make the appropriate checks. Otherwise, you must go to the Doctoral School to have it authenticated or submit it through the Post Office, in the form established by regulations, or at the registry assistance offices.
- ✓ The exemption can be applied for in the academic supervision of the doctoral programme.

- **Victims of terrorism**

And their spouses and children in accordance with the stipulations of *article 7 of Law 32/1999 of 8 October (Official State Bulletin of 9 October)*

- **Exemption:**

- ✓ Prices for academic services.
- ✓ The price of the diploma and other Secretariat prices included in Annex V of DECREE 43/2022, of 29 June, of the Governing Council of the Community of Madrid (B.O.C.M. number 155 of 1 July 2022).

- **Requisites to qualify for assistance**

The administrative ruling must be current at some time between the date of matriculation and the date of payment of the first electronically generated matriculation receipt, both included.

▪ **Documentation to be presented period and way of presentation:**

- ✓ Copy of the administrative ruling recognising victim of terrorism status, issued by the competent body of the Spanish Administration.
- ✓ Before the matriculation payment period commences, if consultation has not been authorised; failure to present means there will be no reduction or exemption from payment of the fee for matriculation, or other services of an academic nature and will be regarded as renunciation of same.
- ✓ It must be sent by e-mail to escuela.doctorado@uah.es. The document sent will be valid as long as it has a verification code to make the appropriate checks. Otherwise, you must go to the Doctoral School to have it authenticated or submit it through the Post Office, in the form established by regulations, or at the registry assistance offices.

• **Disabled students**

Students with a level of disability of 33% or more are deemed eligible.

Social Security pensioners who have been granted a permanent disability pension in the degree of total, absolute or severe disability, will be considered disabled persons with a degree equivalent to 33%. Likewise, passive class pensioners who have a retirement pension or a pension for permanent incapacity for service. In these cases it will be accredited by means of the disability report and the INSS pension certificate.

▪ **Exemption:**

- ✓ 100% of the amount for academic services.
- ✓ The price of the diploma and other Secretariat prices included in Annex V of DECREE 43/2022, of 29 June, of the Governing Council of the Community of Madrid (B.O.C.M. number 155 of 1 July 2022).

▪ **Requisites to qualify for assistance**

The administrative ruling must be current at some time between the date of matriculation and the date of payment of the first electronically generated matriculation receipt, both included.

▪ **Documentation to be presented, period and way of presentation:**

- ✓ Copy of the administrative ruling recognising disabled status, issued by the competent body of the Spanish Administration.
- ✓ Before the matriculation period commences or before applying other services of an academic nature, if consultation has not been authorised; failure to present means there will be no reduction or exemption from payment of the fee for matriculation,

or other services of an academic nature and will be regarded as renunciation of same.

- ✓ It must be sent by e-mail to escuela.doctorado@uah.es. The document sent will be valid as long as it has a verification code to make the appropriate checks. Otherwise, you must go to the Doctoral School to have it authenticated or submit it through the Post Office, in the form established by regulations, or at the registry assistance offices.

The University of Alcalá also has a Disability Policy Integration and Coordination Unit, based in the Rectorate. Pza. San Diego, s/n. 28801 Alcalá de Henares (Madrid). Telephone: 91 885 40 78 / 40 70. Email: discapacidad@uah.es

- **Victims of gender violence**

- **Exemption:**

- ✓ 100% of fees for credits on first matriculation.
- ✓ The price of the diploma and other Secretariat prices included in Annex V of DECREE 43/2022, of 29 June, of the Governing Council of the Community of Madrid (B.O.C.M. number 155 of 1 July 2022).

- **Requirements to qualify:**

- ✓ The documentation accrediting situations of gender violence must be in force on one of the days between the date of matriculation and the expiry date, both included, of the first matriculation receipt generated.
- ✓ The children of victims of gender violence may also benefit from the exemption from payment of public prices by providing documentation of their mother's status as a victim of gender-based violence and also accrediting their own economic dependency. Unless there is proof to the contrary, it will be understood that there is economic dependency when the son or daughter lives with the victim of gender violence.
- ✓ To accredit this circumstance, they will present a city registration or a declaration of responsibility, both documents updated to the date of the application. In the event that they work, they will not lose their status as a dependent child or minor, provided that they continue to live with the victim of gender-based violence and that the income received by them in the form of employment income does not exceed 100% of the official minimum wage in force at the time, on an annual basis.

- **Documentation to be submitted, deadline and form of submission:**

- ✓ A conviction for a crime of gender-based violence, or a protection order or any other court decision granting a precautionary measure in favour of the victim, or a report from the Public Prosecutor's Office indicating that there are indications that the plaintiff is a victim of gender-based violence.

- ✓ Situations of gender violence may also be accredited by means of a report from the social services, specialised services, or shelter services for victims of gender violence of the competent Public Body; or by any other means, whenever this is provided for in the sectoral regulations governing access to each of the rights and resources.
- ✓ Before the matriculation period begins, unless it has already been presented when pre-registering; if it is not presented, the matriculation fee exemption will not be activated, and it will be understood that it has been declined.
- ✓ It must be sent by e-mail to escuela.doctorado@uah.es. The document sent will be valid as long as it has a verification code to make the appropriate checks. Otherwise, you must go to the Doctoral School to have it authenticated or submit it through the Post Office, in the form established by regulations, or at the registry assistance offices.

- **Participants in international peace and security operations**

Those who suffer disabling injuries falling within the scope of Royal Decree-Law 8/2004, of 5 November, on compensation for persons participating in international peace and security operations, as well as the children and spouses of the deceased.

- **Exemption:**
 - ✓ From the payment of public fees.
 - ✓ The price of the diploma and other Secretariat prices included in Annex V of DECREE 43/2022, of 29 June, of the Governing Council of the Community of Madrid (B.O.C.M. number 155 of 1 July 2022).
- **Requirements to be eligible:**

The administrative resolution must be in force on one of the days between the date of enrolment and the expiry date, both included, of the first enrolment receipt generated.
- **Documentation to be presented, deadline and form of presentation:**
 - ✓ Copy of the administrative resolution issued by the corresponding body of the Spanish Administration by which the status has been recognised.
 - ✓ Before the start of the enrolment period, unless it has already been presented during pre-enrolment or in previous courses; if it is not presented, the exemption from the enrolment fee will not be activated and it will be understood that it has been waived.
 - ✓ It must be sent by e-mail to escuela.doctorado@uah.es. The document sent will be valid as long as it has a verification code to make the appropriate checks. Otherwise, you must go to the Doctoral School to have it authenticated or submit it through the Post Office, in the form established by regulations, or at the registry assistance offices.

- **Beneficiaries of the minimum living income who are recognised as such.**

In accordance with the provisions of the seventh additional provision of Law 19/2021, of 20 December, which establishes the minimum living income.

- **Exemption:**
 - ✓ From the payment of fees and public prices.
 - ✓ The price of the diploma and other Secretariat prices included in Annex V of DECREE 43/2022, of 29 June, of the Governing Council of the Community of Madrid (B.O.C.M. number 155 of 1 July 2022).
- **Eligibility requirements:**

The administrative resolution must be in force on one of the days between the date of enrolment and the expiry date, both included, of the first enrolment receipt generated.
- **Documentation to be presented, deadline and form of presentation:**
 - ✓ Copy of the administrative resolution issued by the corresponding body of the Spanish Administration recognising you as a beneficiary of the minimum living income.
 - ✓ Before the matriculation period commences, if consultation has not been authorised; failure to present means there will be no reduction or exemption from payment of the fee for matriculation and will be regarded as renunciation of same.
 - ✓ It must be sent by e-mail to escuela.doctorado@uah.es. The document sent will be valid as long as it has a verification code to make the appropriate checks. Otherwise, you must go to the Doctoral School to have it authenticated or submit it through the Post Office, in the form established by regulations, or at the registry assistance offices.