

REDUCTIONS AND EXEMPTIONS FOR DOCTORAL STUDIES

IMPORTANT:

Documents justifying reductions or exemption from payment of matriculation fees for members of large families, victims of terrorism, the orphans of civil servants or members of the armed services or those fallen in act of duty, and for disability must be presented before the matriculation payment period commences, except in the case of Disability, which must be submitted during the pre-registration period.

Scholarships and Grants	2
Reductions and Exemptions	2
Large family.....	2
Victims of terrorism.....	3
Orphans of government officials, civilian or military, killed on active service	3
Disabled students	4
Victims of gender violence.....	5
Participants in international peace and security operations.....	6
Beneficiaries of the minimum living income who are recognised as such.....	7

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**

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, unless already presented when registering or in previous academic years and still valid; failure to present means there will no reduction or exemption from payment of the fee for matriculation, degree certificate or other academic certificates 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, unless already presented when registering or in previous academic years and still valid; failure to present means there will 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.

- **Orphans of government officials, civilian or military, killed on active service**

For students without independent means aged under 25 years old.

- **Exemption:**
 - ✓ 100% of the price for administrative services.
 - ✓ Does not include the fee for administrative services staff and school insurance, where appropriate.
- **Documentation to be presented period and way of presentation:**
 - ✓ Copy of the family record book and the certificate from the organisation to which the deceased dying on active service belonged, certifying those circumstances.
 - ✓ Before the matriculation payment period commences, unless already presented when registering or in previous academic years and still valid; failure to present means there will 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.
 - ✓ The exemption can be applied for in the academic supervision of the doctoral programme.

- **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.
- ✓ At the time of pre-enrolment, unless it has already been presented in previous years; if it is not presented, neither the exemption in the amount of the registration fee nor, where appropriate, the corresponding permanence will be activated, it being understood that both circumstances are 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.

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.
- **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 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 on 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.