FEES AND WAIVERS

PUBLIC PRICES FOR DOCTORATE PROGRAMMES, ACADEMIC YEAR 2017/18

The public prices for university studies leading to official degrees are established by Decree of the Government of the Autonomous Region of Madrid within the limits established by the General Conference on University Policy. The prices are related to the costs of providing the service under the terms set by Royal Decree-Law 14/2012 of 20 April, on urgent measures to rationalise public expenditure.

These prices include a sum payable for Academic Services and a further sum for Administrative Services and the Student Insurance Scheme.

ITEMS PAYABLE:

1. Price of Academic Services:

   (To see the price of the corresponding tutoring, consult the table “Public Doctoral Prices” in the download area on this page).

   - In the doctorate courses regulated by Royal Decree 99/2011 dated 28 January 2011, the price of the corresponding enrolment fee for TUTORING must be paid.
   - Doctorate students must also pay the price of the enrolment fee for the “COMPLEMENTARY EDUCATION” subjects if they have been informed in the decision on admission that they are mandatory.
   - Enrolment in the Complementary Education must be in the first academic year of the Doctoral Programme, unless they are subjects taken in the first semester in which the student has not enrolled due to a problem with the schedule. In this case, students must enrol in the second academic year.
   - The price of the Complementary Education shall be that of the corresponding Master’s Degree enrolment fees.
   - The part-time enrolment fee\(^1\) involves a reduction in the price of the enrolment, as established in the Decree on Public Prices.
   - Enrolment carried out in the second semester of the year does not involve this reduction because the academic and enrolment calendar of the UAM is scheduled annually independently of the enrolment period. The annual price of the tutoring is therefore payable in this case.

\(^1\) The duration of the doctoral studies (from the matriculation date to the date requesting the submission of the doctoral thesis) at FULL TIME is a maximum of three years. In certain duly justified situations, the Academic Board of the Programme may authorise PART-TIME studies, in which case the maximum duration is five years.
2. Price of Administrative Services:

- The fee for opening the academic record must be paid when a new study plan is started.
- The amount specified as Secretariat Expenses must be paid each academic year in which the student enrolls.

3. Student Insurance:

- This is a mandatory fee for Spanish or foreign students with legal residence in Spain. The only students exempt are those who are 28 years old or over at the start of the year and who study elsewhere at the same time or provide proof they have paid in another centre.

FORM OF PAYMENT:

- By direct debit from an account open in Spain (recommended by the University): to do so, you have to enter the account number from which the payment will be made. The university will handle the collection of all the receipts issued as a result of the enrolment.
- By a cash deposit into the University’s account at any of the branches of Banco Santander.
  - To facilitate payment, you can pay at any of the branches on the University campuses (you may also pay at any other Santander branch):
    - Campus de Cantoblanco (Plaza de la UAM)
    - Campus of the Faculty of Medicine (c/Julio Palacios, 23)
- Exceptionally, and if it is not possible to pay by any of the other ways described, payment may be made by transfer into the general account for public prices of Universidad Autónoma de Madrid. In this case the student must contact the Doctoral School to obtain details of the account and send a receipt stamped by the bank as proof of payment made to validate the enrolment manually once the payment to the University has been made.

PAYMENT PERIODS:

1. Instalment payments:

The payment shall be made in four instalments:

- The first at the time of enrolment, when 25% of the price of academic services and 100% of the price for administrative services and the student insurance must be paid.
- The second, from 15 to 25 November, of a further 25% of the cost of the academic services.
- The third, from 16 to 26 January, of 25% of the cost of the academic services.
- The fourth and final instalment of the remaining 25% is payable from 6 to 17 March.
Doctoral students who enrol in February may not pay by instalment.

You may not request payment by instalment if the amount payable for enrolment is below the minimum set in the Decree on Public Prices (350 euros).

If you have not chosen to pay by direct debit, when making the successive instalment payments the payment forms must be printed from “Sigma Services for students” in “Procedures and Tasks” for students on the UAM website, selecting the options “Enrolment” and “Enrolment Query”.

2. Single payment

One single payment is made when formally completing the enrolment.

NOTE:

The University will demand payment of enrolment fees pending from previous academic years as a condition for eligibility for enrolment. Degrees and certificates will not be issued if students have payments pending.

FREE ENROLMENT OR REDUCTIONS IN THE PAYMENT OF PUBLIC PRICES:

These situations that give rise to a payment different from the normal one must be notified and justified by documentary means in the days before the enrolment in the Doctoral School to ensure a record is entered in the computer data system.

1. LARGE FAMILIES:

Beneficiaries from large families classified as class 1 o “General” pay 50% of all the fees and the complete cost of the Student Insurance.

Beneficiaries from large families classified as class 2, “Honour” or “Special”: the exemption shall apply to all the academic and administrative fees, except for the Student Insurance.

2. STUDENTS UNDER THE AGE OF 25 WHO ARE CHILDREN OF PUBLIC-SECTOR WORKERS WHO HAVE DIED ON ACTIVE SERVICE:

If proof of this situation is provided, the aid will apply to the academic subjects in which the students enrol for the first time.

3. VICTIMS OF TERRORISM:

In accordance with article 7 of Law 32/1999, dated 8 October, victims of terrorist actions and their spouses and children shall be exempt from any type of academic fees in official centres of study at all educational levels. As a result, they must only pay the administrative fees corresponding to the issue of degree certificates and the Secretariat fees. This exemption is subject to accreditation by pertinent certificate or legal decision.
4. STUDENTS WITH DISABILITIES:

In accordance with the provisions of the additional twenty-fourth provision of the Organic Law on Universities, students with disabilities shall have the right to exemption from the public prices of studies for a university degree, except for those relating to the issue of degree certificates and Secretariat fees. Students are considered to have disabilities if they meet the requirements of article 1.2 of Law 51/2003 of 2 December, on equal opportunities, non-discrimination and universal access of people with disabilities. This exemption is subject to accreditation by pertinent certificate or legal decision.

5. OTHER SITUATIONS:

1. Doctoral students with a predoctoral Ministry of Education, Culture and Sport FPU (University Teacher Training) contract at Universidad Autónoma de Madrid: They are exempt from the public tutoring prices. However, they must pay the Secretariat fees, Student Insurance and Academic Certificate fees.

2. Doctoral students with a predoctoral Ministry of Education, Culture and Sport FPU contract at another institution (CSIC, CNIO, etc): They must pay the full enrolment fee and then ask the Research Service at UAM to authorise a request for the amount of the enrolment fee from the Ministry of Education, Culture and Sport as official aid for the FPU programme. When the University receives the amount indicated from the Ministry, the Doctorate School reimburses the doctoral student.

3. Doctoral students with a predoctoral FPI/UAM contract: They must pay the full enrolment fee and then apply for reimbursement at HR-Training in UAM when the annual call for aid for university studies is issued (normally around March).

4. Doctoral students with a predoctoral FPI/Ministry of Economy, Industry and Competitiveness contract at Universidad Autónoma de Madrid: They must pay the full enrolment fee and then apply for reimbursement at the UAM Research Service.

5. Doctoral students with a predoctoral FPI/Ministry of Economy, Industry and Competitiveness contract at another institution (CSIC, CNIO, etc): They must pay the full enrolment fee and then apply for reimbursement at the institution that issued the contract.

6. Doctoral students with PIF (Individual Training Permit) accreditation as having a predoctoral FPI contract: They must follow the procedure described in points 3, 4 and 5.

7. Doctorate students with PIF accreditation, specifying literally that they are exempt from academic tutoring fees: They must request the Doctoral School (at both the Cantoblanco headquarters and the Faculty of Medicine) to enrol them in person, providing the document proving they have the PIF. They may also apply by email (doctorado.gestion@uam.es) to be enrolled by the Doctoral School, providing the document accrediting their condition as holding a PIF.
8. La Caixa predoctoral contracts (Fundación La Caixa), processed through the Excelencia Campus Office at UAM: Students must pay their enrolment fee in full at the Doctoral School with the additional annual allocation, associated with their contract, that they receive from the Excelencia Campus Office.

9. La Caixa predoctoral contracts (Fundación La Caixa), processed through other institutions: Students must pay their enrolment in full at the Doctoral School with the additional annual allocation, associated with their contract, that they receive from the Excelencia Campus Office.

10. Doctoral students with prior exemption under a Co-tutoring Agreement: They must request the Doctoral School (in both the Cantoblanco headquarters and the Faculty of Medicine) to enrol them in person, providing a copy of the Co-tutoring Agreement. They may also apply by email (doctorado.gestion@uam.es) to be enrolled by the Doctoral School, providing a copy of their Co-Tutoring Agreement.

11. Doctoral students receiving grants from the Fundación Carolina: They must request the Doctoral School (in both the Cantoblanco headquarters and the Faculty of Medicine) to enrol them in person, providing a copy of their grant. They may also apply by email (doctorado.gestion@uam.es) to be enrolled by the Doctoral School, providing a copy of their grant.

ACADEMIC CANCELLATION OF THE ENROLMENT

The interested party may request cancellation of the enrolment in writing from the Doctoral School.

REIMBURSEMENT OF THE PUBLIC PRICES

In accordance with the regulation on Fees and Public Prices, students are obliged to pay academic fees at the time they enrol.

Exceptionally, when cancellation of the enrolment is requested, the amounts paid may be reimbursed in the following circumstances:

- When the student requests it within thirty days from the formal completion of enrolment.
- For reasons of force majeure (work, illness, etc.) arising after enrolment, provided they are duly justified.
- When there are causes not imputable to the student that prevent him or her from taking the doctoral course. These causes must be duly justified.

In no case will the amounts paid for administrative services be reimbursed.