DOCTORAL MONITORING

REGISTRATION OF INTERNATIONAL RESEARCH VISITS
FOR “DOCTORADO INTERNACIONAL” DISTINCTION ELIGIBILITY OR INTERNATIONAL COTUTELLE PURPOSES

Access your academic record by clicking on this link: Doctoral Management

1. Click on the Ph.D. monitoring and assessment button, then select the active record of your Ph.D. studies.

2. Click on the icon next to your thesis title

REGISTRATION OF ACTIVITY

a/ Documents of application and authorization of the research visit

Select the menu ACTIVITIES DOCUMENT > Add:

- Select the Type of activity (for research visits, choose “14.-External Fellowship Program at University or Research Center – Variable Description)
- In the field Description, indicate the name or denomination of the activity
- Verify that the academic calendar (year) is correct
- Indicate the start and end dates of the activity
- Check the “Mención Doc. Internacional” option (for distinction eligibility purposes) or “Cotutela”, when applicable
- Institution where the activity is carried out:
  - In the university browser, select the country and university/institution where the research visit is or has been carried out
  - Use the field Other for either universities not registered on the browser or non-university research centers, indicating name and country of the institution
- The administrative status of the activity upon registration is Proposal in all cases
In the **Comments** field, you may include observations for your tutor or thesis advisor.

- You are required to upload the [Authorization for International Research Visit](#), once it gets approval by the Academic Committee of the Ph.D. program, in the **Attachments** field.
- Click on **Insert** to register the activity.

### ACTIVITIES DOCUMENT

- **Type of activity**
  - 14. External Fellowship Program at University or Research Center - Variable description
  - **Calutella**

- **Institution where the activity will take place**
  - University
  - Department/institution
  - Registered institution
  - Other
  - Country

- **Administrative situation**
  - Proposal

- **Comments**

- **Attachments**

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**b/ Certifying documents of the research visit**

Go to the line of the activity that has previously been registered and click on **(modify)**

- Check the **details** of the university/center and the **dates** of the visit to validate them.
- In the **Attachments** field, you can upload the [International Research Visit Report](#) that certifies your visit and must have been previously signed by your tutor or thesis advisor at uc3m.
- Click on **Modify** to end the registration process.
The registered activity will be subsequently approved by your tutor or thesis advisor (it will appear as **Accepted** or **Done** in the Review column) and validated by the Academic Committee of the Ph.D. program, that will check that all requirements for either **Doctorado Internacional distinction** eligibility or international cotutelle are met.