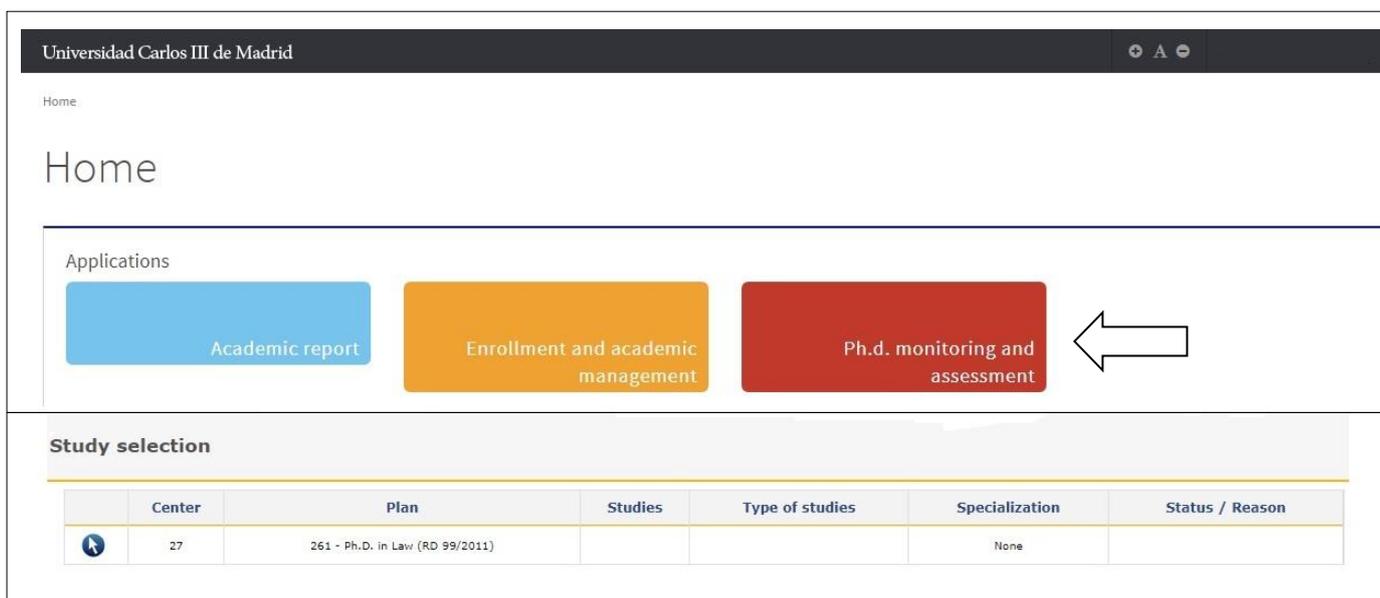


DOCTORAL MONITORING

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.



Universidad Carlos III de Madrid

Home

Applications

Academic report Enrollment and academic management **Ph.d. monitoring and assessment** ←

Study selection

	Center	Plan	Studies	Type of studies	Specialization	Status / Reason
	27	261 - Ph.D. in Law (RD 99/2011)			None	

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

Academic calendar 2017/18-0

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

Description

Start date (dd/MM/yyyy) **End date** (dd/MM/yyyy)

Mentions
 in mención Mención Doc. internacional Mención Doc. industrial

Cotutela

Role Doctoral

Institution where the activity will take place

University
 Department/institution
 Registered institution
 Other
Country

*** Administrative situation**
 Proposal

Comments

Attachments

Close **Insert**

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

ACTIVITIES DOCUMENT

+ Add Print

There are changes

	Academic year	Type of activity	Description	Activity origin	Last modification	Review	Download
	2016/17	1 - External Seminars (Attendance or Participation) - Variable description	-	Doctoral; 325667 Doctoral; 325667 Proposal			

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.