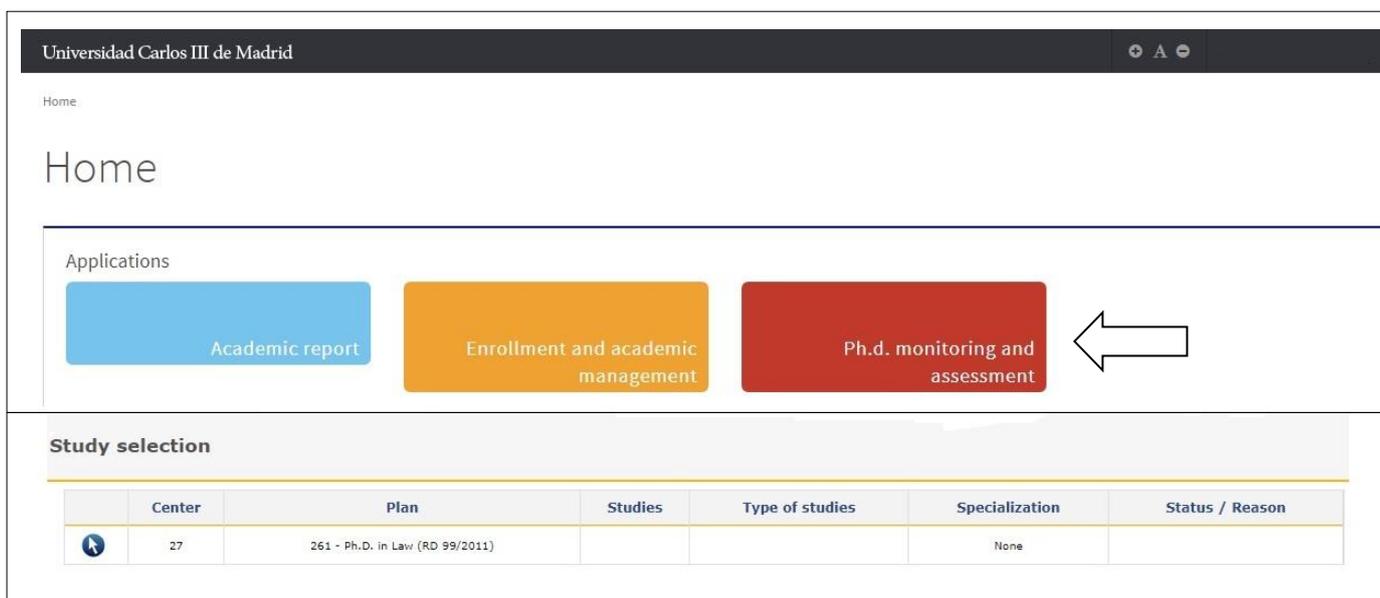**DOCTORAL MONITORING**

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:
  o In the university browser, select the country and university/institution where the research visit is or has been carried out
  o 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

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.