



APPLICATION FOR  
AUTHORISATION FOR A STAY  
ABROAD AT A HIGHER EDUCATION  
INSTITUTION OR RESEARCH  
CENTRE

**Doctoral student**

**BEFORE COMPLETING THIS APPLICATION, PLEASE READ THE SECOND PAGE OF THIS FORM**

Surname(s)

Name:

DNI/Passport/Residence Card:

Doctoral Programme:

Title of thesis:

**Details of the institution where you will be conducting the stay**

Name of the institution:

Department:

Name of the person responsible for the research stay at the host institution:

Address:

E-mail:

URL RCV (ORCID, Scopus, Researchgate, ResearcherID, Google académico, otro)

**Dates and duration of the research stay**

Expected start date:

Expected end date:

Comments on the established period of the research stay:

**Activities to be conducted during the research stay and their relation to the doctoral thesis**

*Please briefly explain the relationship between the subject matter of your doctoral thesis and the activities that you propose to conduct during the research stay, providing details regarding these activities:*

You hereby declare, under your responsibility, the veracity of the content of these declarations.

The Administration may decide not to continue with the procedure in the event of any inaccuracy, falsity or omission of an essential nature in the information included in these declarations of responsibility, without prejudice to other criminal, civil or administrative responsibilities.

The thesis supervisor

, endorses this research stay

E-mail:

Date and Signature

**Basic information on the protection of your personal data**

**Controller:** UNIVERSITY OF GRANADA

**Legal basis:** La Universidad de Granada se encuentra legitimada para el tratamiento de sus datos por ser necesario para el cumplimiento de una misión realizada en interés público. Art. 6.1e) RGPD

**Purpose:** To process your application for your stay abroad

**Recipients:** No data communications are envisaged

**Rights:** You may request access, objection, rectification, erasure or restriction of the processing of your data, as specified in the "Additional Information" section.

**Additional information:** You can view additional and detailed information on data protection at the UGR, depending on the type of processing, via the following link:

[https://secretariageneral.ugr.es/pages/proteccion\\_datos/leyendas-informativas/\\_img/informacionadicionalgestionacademica/%21](https://secretariageneral.ugr.es/pages/proteccion_datos/leyendas-informativas/_img/informacionadicionalgestionacademica/%21)



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- SEE ATTACHED IMAGE SHOWING HOW TO COMPLETE IT

PLEASE NOTE:

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The "International Doctorate" Mention is defined in Article 15 of Royal Decree 99/2011. The specific conditions for the award of the "International Doctorate" Mention by the University of Granada are as follows:

**You must obtain authorisation from the Academic Committee before the start of the stay:** complete this application form to apply for the stay. The form must be submitted in PDF format through the "Solicitudes" (Applications) option of the ACADEMIC MONITORING PORTAL FOR DOCTORAL STUDENTS. The type of application is DTI. Please attach the following documents to your application: an **invitation letter** from the institution where the mobility will take place and a URL to the Research Curriculum Vitae\* (ORCID, Scopus, Researchgate, ResearcherID, Google académico, otro) of **your tutor or the research group**.

**Requirements of the receiving institution:** your stay will only be considered for the award of the "International Doctorate" Mention if it has been completed at a prestigious higher education institution or research centre outside Spain. **The country in which the stay takes place cannot be the same as the country in which you completed the studies that gave you access to the doctoral programme (undergraduate and master's degree or equivalent), nor your country of residence.** The Management Committee of the corresponding Doctoral School may authorise stays in the country where the student obtained the entrance qualification for the doctoral programme, provided that the excellence of the institution is properly documented and justified, and that a stay in that country is more suitable than other possible stays (agreement of 26 November 2015 of the Advisory Council for Doctoral Schools [CAED]).

You can start your stay **once you have been admitted** to the doctoral programme. This will be reflected in the doctoral student's **ACTIVITY DOCUMENT**.

Any international mobility period that you complete during your doctoral studies (stays lasting one month or more whose main purpose is to conduct research work and/or carry out activities directly related to your doctoral thesis) must be registered as an academic activity in the doctoral student's activity document on the Academic Monitoring Portal for Doctoral Students.

Once the receiving institution sends you an invitation letter for your stay, your tutor will have to include your mobility period as a training activity (PD11).

You must then complete the required information about your stay.

The **mobility period** will last a **minimum** of 3 months. In duly justified cases, multiple stays adding up to three months or more will be accepted as long as each stay has lasted at least one month. At the end of your stay, you must request a certificate of stay from the receiving institution. This certificate must include the name of your tutor, the activities undertaken and the duration of your stay. The documents proving your stay must be added to the doctoral student's activity document on the Academic Monitoring Portal for Doctoral Students.

Later steps regarding the "International Doctorate" Mention, including its application, are part of the procedure for the submission of the doctoral thesis:



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<https://escuelaposgrado.ugr.es/doctorado/estudiantes/deposito/index>

Perfil: DOCTORANDO/A

Datos Generales Documentos Admisión DAD Plan Investigación Seguimiento **Solicitudes** Mensajes

Crear Solicitud

**Detalle de la Solicitud**

Tipo de Solicitud:  
Autorización de Estancia en Institución Superior/Centro de Investigación Extranjero (DTI)

Detalle de la Solicitud :  
Facultad de Ciencias  
Universidad de Ginebra / Université de Genève  
Ginebra - Suiza

Sólo se admiten documentos en formato PDF

Seleccione Archivo DOCUMENTO.PDF

Grabar Solicitud Cancelar y volver