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## **INTERNATIONAL STAYS**

Doctoral students who wish to undertake an international stay to qualify for the international mention must first request authorization from the Academic and Quality Committee of their doctoral program before carrying out the stay.

## PROCESS TO SUBMIT A REQUEST

The authorization request must be made through the "Processes" tab, under the "International Stays" section.



Clicking on "Request authorization for a stay abroad" will open the following window:

Request for prior authorisation for stay abroad for the internation mention.	onal	
Upon completing the form and clicking 'Submit', the process for prior authorisation stay abroad to obtain the International Mention will be initiated, requesting the corresponding validations from the tutor and supervisors, as well as from the Academic and Quality Committee of the programme.	n of	
• This application process is mandatory for all international stays aimed at obtaining the International Mention that begin after November 15, 2024.		
University/Research Centre		
University/Research Centre		
Contact person		
Contact person		
Email of the contact person		
Email of the contact person		
Start date		
Start date	Ö	
End date		
End date	Ö	
Justification		
Drag the files here Select		
Attach a document justifying the activities you will carry out during your stay and how they relate to the topic of your doctoral thesis.		
s	end	

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Contact: Gestor de Peticiones <u>https://gp.uma.es/doctorado/</u>













Once all the required information has been completed, the corresponding supporting document attached, and the request submitted, you must click "send". The request will first be sent to the thesis supervisors and directors, and then to the Academic and Quality Committee, which will decide whether to approve or deny the requests.



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Since this is a prior authorization, the start date of the stay cannot be earlier than the date on which the request is submitted.

The platform allows multiple stay requests as needed.

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## PROCESS TO ACCREDIT THE COMPLETED STAY

If the required authorization for the stay has been obtained, after completing it, the student must upload the stay accreditation certificate.

To do this, access the "Processes" tab in the "International Stays" section.

International stays		
Universidad de Málaga Pending accreditation Accredit Cartel_A3_tesis_talk.j Autorización estanci	17/6/25 - 10/10/25	
Request authorisation for stay abroad		

Clicking on "Accredit" will open a window displaying the information from the authorization request. Only the start and end dates can be modified, and the corresponding accreditation must be attached.

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Q COMUNICACIÓN RESPONSABLE



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Request for validation of accreditation of stay abroad		
Please provide the definitive dates of the stay and the supporting document signed by the host institution.		
University/Research Centre		
Contact person		
Start date		
End date		
Start date		
End date		
Accreditation of the stay		
Select file Select		
Attach a document signed by the University or Research Centre that certifies the stay you have completed.		
Send		

When submitting the accreditation request, it will be sent to the Doctoral Service, which will review the submitted document and either validate or reject the accreditation. At this stage, the request will appear as "Accreditation validation requested"

International stays	
Universidad Accreditation validation requested Validation by the Doctoral Administrative Service Cartel	17/6/25 - 10/10/25
Autorización estanci Request authorisation for stay	abroad

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Once the Doctoral Service validates the stay accreditation, the platform will display the stay as "Accredited".

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International stays	
Universidad Accredited cartel_ Autorización estanci cartel_	17/6/25 - 10/10/25

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