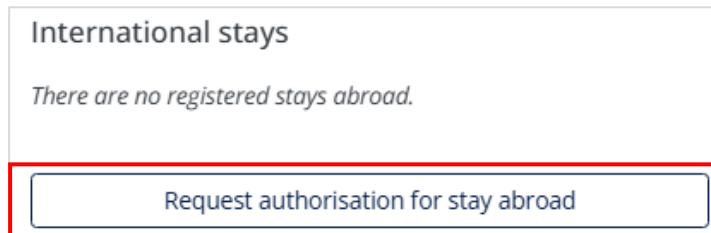


## INTERNATIONAL STAYS

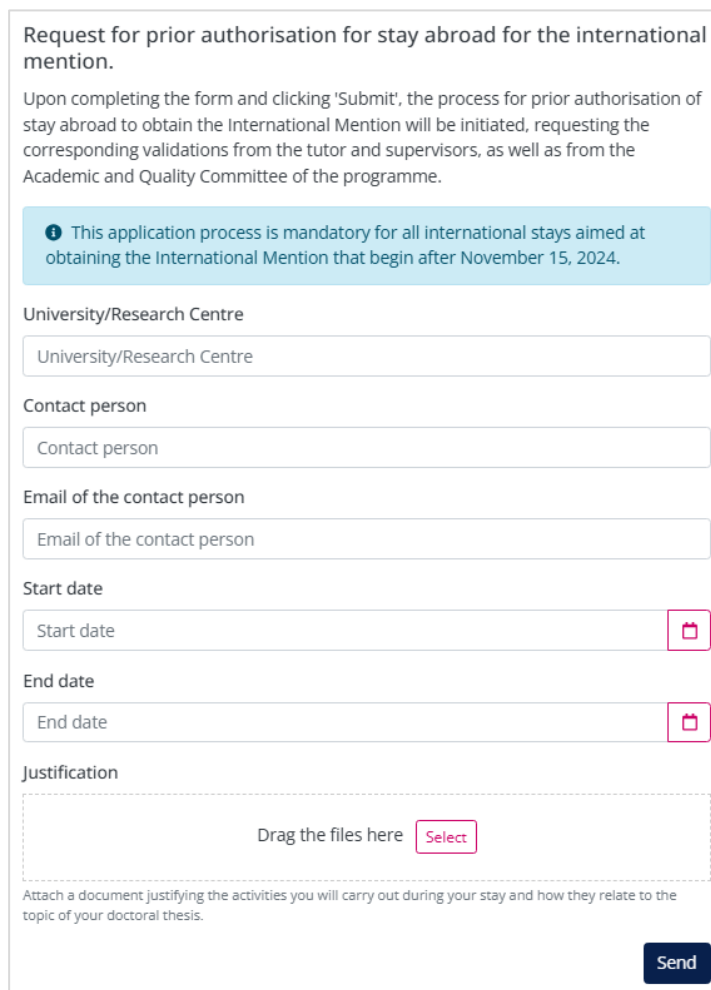
Doctoral students who wish to undertake an international stay to qualify for the international mention must first request authorization from the Academic and Quality Committee of their doctoral program before carrying out the stay.

### 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:



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.



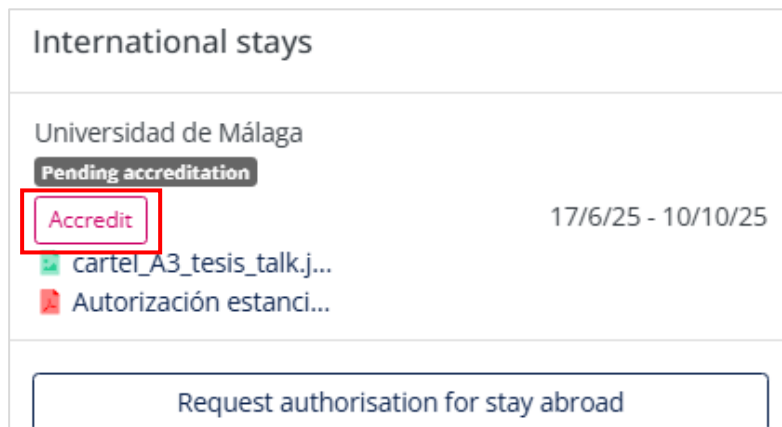
Since this is a prior authorization, the start date of the stay cannot be earlier than the date on which the request is submitted.

The platform allows multiple stay requests as needed.

## 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.



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.

### 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

17/6/25 - 10/10/25




cartel

Autorización estanci...

Request authorisation for stay abroad



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

International stays	
Universidad	
<b>Accredited</b>	
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 Autorización estanci...	
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