

TEMPORARY LEAVE

PROCESS FOR REQUESTING A TEMPORARY LEAVE

The request must be submitted through the DAD application, under the "Processes" tab, along with the corresponding standardized form.

Programme leaves

You have no leaves registered in the programme.

Request leave

Once the process has begun, you must select the type of leave you wish to request (temporary or medical)

Request for withdrawal from the programme

Select the type of leave you wish to request (temporary or medical)

Type of leave

Select the type of leave

Temporary leave

Medical leave

If selecting temporary leave, you must specify the start and end dates and attach the corresponding supporting documentation.

Request for withdrawal from the programme

Select the type of leave you wish to request (temporary or medical)

Type of leave

Temporary leave

Start date

Start date



End date

End date



Justification

Drag the files here

Select

Please attach the documentation that supports the reason for the leave.

Send

Once the process is completed, if the request is approved by the Academic and Quality Committee of the doctoral program, the temporary leave will be recorded in DAD, and the deadline for submitting the doctoral thesis for review will be automatically recalculated.

Approval of the temporary leave will be communicated to the doctoral candidate, their tutor, thesis supervisor, and the Doctoral Service.