



UNIVERSITAT
ROVIRA i VIRGILI

**APPLICATION FORM FOR VOLUNTARY TEMPORARY
LEAVE
FROM THE DOCTORAL PROGRAMME**

URV.E11.00.00

PERSONAL INFORMATION

Doctoral programme in:

Name :

Telephone:

First surname :

IDcard/ Passport / NIE:

Second surname :

E-mail:

I STATE

That I was admitted during the _____ academic year on to the doctoral programme mentioned above and that I have been writing a doctoral thesis with the following title:

Thesis title: _____

That the supervisor of my doctoral thesis is Dr _____
and that I have my supervisor's authorization.

(Signature of doctoral thesis supervisor)

_____, _____ 20____.
(Place and date)

- That I cannot submit my doctoral thesis in the specified period for the following reasons:

I REQUEST TO THE ACADEMIC COMMITTEE

Voluntary temporary withdrawal: for personal reasons from the doctoral thesis for a maximum period of 1 year, in accordance with Royal Decree 99/2011.

I have been informed that:
- When my temporary leave of absence finishes, to rejoin my course, I have to apply to resume my studies.
- If I need an additional year, I must apply again for a temporary leave of absence for personal reasons.
- In order to apply for the temporary leave of absence, I must be registered for the current course, unless the duration is one year and I apply for it before my registration expires.

(Signature of doctoral student)

Signature not required if application sent via online procedures

_____, _____ 20____.
(Place and date)

TECHNICAL EVALUATION

The Secretary's Office

has reviewed the transcript of the doctoral student and:

Grants the application

Does not grant the application

(signature of secretaria de centre/campus /departament)

The doctoral student has not completed registration for the current academic year.

The doctoral student is not up-to-date with registration payment.

The doctoral student missed the deadline for presenting their thesis on _____

The academic transcript is blocked because the doctoral student has not passed after exhausting all assessment calls and has been permanently withdrawn from this doctoral programme.

Others reasons:

_____ 20 _____

(Place and date)

The status of the doctoral student's academic transcript is as follows:

Date first registered (admission date): _____

Registration for the academic year _____

status

Registration for the academic year _____

status

Registration for the academic year _____

status

Registration for the academic year _____

status

Registration for the academic year _____

status _____

Registration for the academic year _____

status

Registration for the academic year _____

status

Registration for the academic year _____

status

Registration for the academic year _____

status _____

Has the student been granted an extension?	Yes	No	If yes, the extension expires on _____
Has the student been granted a second extension?	Yes	No	If yes, the extension expires on _____

Has the student been granted leave?	Yes	No	If yes, which one?:
	Yes	No	If yes, which one?:
	Yes	No	If yes, which one?:
	Yes	No	If yes, which one?:
	Yes	No	If yes, which one?:

The doctoral student missed the deadline for presenting their thesis on _____

Applications should be sent to the secretary's office of the campus to which the doctoral programme is affiliated:
 Programmes affiliated to the Catalunya and Bellissens Campuses, to the Campus Secretariat.
 Programmes affiliated to the Faculty of tourism and Geography, the Secretary's Office of the Faculty.
 Programmes affiliated to the Sescelades Campus, to the Secretary's Office of the corresponding department.

RESOLUTION OF THE DOCTORAL PROGRAMME'S ACADEMIC COMMITTEE

Having evaluated the request presented, and having confirmed the approval of the thesis supervisor the Academic Committee agrees:

Accept the temporary leave.

Not accept the temporary leave.

(signature of the chair of the Academic Committee)

_____, _____ 20 ____
(Place and date)

This decision is not the end of the administrative process and, should students wish to do so, they can appeal to the rector of the URV within one month of having been informed of this decision.

The Campus Secretariat for Academic Management has modified the URV's data base to reflect the Temporary voluntary leave of Absence for personal reasons, as accepted by the Academic Committee and will inform the doctoral students of the Committee's decision. It has also electronically notified the doctoral student and deposited the original resolution in the student's academic record and send a copy of this resolution to the Doctoral School and to the secretary's office of the corresponding department.

Doctoral students can consult the SAD to find out the deadline for depositing their doctoral thesis, provided that they are registered.