



UNIVERSITAT
ROVIRA i VIRGILI

**APPLICATION FORM FOR TEMPORARY LEAVE OF ABSENCE
FOR ILLNESS OR PREGNANCY/MATERNITY OR PATERNITY**

URV.E11.00.00

PERSONAL INFORMATION

Doctoral programme in:

Name:

Telephone:

First surname:

IDcard Num/Passport / NIE:

Second surname:

E-mail:

I STATE

- That the supervisor of my doctoral thesis is Dr _____
my supervisor's authorization.

and that I have

(Signature of doctoral thesis supervisor)

_____, _____ 20 _____.
(Place and date)

I REQUEST

Temporary leave of absence for illness.

Temporary leave of absence for pregnancy.

Temporary leave of absence for maternity (16 weeks).

Temporary leave of absence for paternity (16 weeks).

Concentrated breastfeeding time allowance.

- I support my request of temporary leave of absence with the follow documentation:

Official doctor's note (stating start date and estimated finish date of sick leave).

The official document confirming the birth of my child.

Resolution issued by the company where the duration of the leave is stated.

(signature of doctoral student)

Signature not required if application sent via online procedures

_____, _____ de/d' _____ de 20 _____.
(Localitat i data)

RESOLUTION

The Secretary's Office

has reviewed the transcript of the doctoral student and the documentation delivered and:

Grants the application

Does not grant the application

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 required documentation has not been included.

Others reasons:

(signature of secretaria de centre/campus)

_____, _____ 20 ____
(Place and date)

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 Campuses, to the Campus Secretariat.

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/faculty/school secretariat shall update the student's file and forward the corresponding resolution by electronic notification to the interested party, to corresponding department and to the Doctoral School..

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