## Instructions for PhD students under RD 99/2011 who want to request International Doctoral Research Component:

Once you have done the stay, you have to follow the next steps:

- 1. Access to your record.
- 2. Incorporate stay information and certificate in section "Documents d'Activitat" (Activities Documents).

| 1. | Access | to | your | record |
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You have to manage your activities using the computer program intended for PhD students.

To Access you have to go to <u>sia.uab.es</u>, and at "Alumnes" (students) menu you will find the option: "Pla de recerca i activitats de doctorands" (Research plan and Phd students activities).

To access to your PhD plan you have to enter your User and password and pick language.

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Note: Remember that the user number is your NIU. To enter the password you may consider the capital letters. Once inside, you will see all the study plans that you have ever start at UAB and you have to select the plan "1244 – Programa de Doctorat en Medicina" (1244 – Medicine PhD) with the icon **\***. Remember that you have to Access to the PhD Record that is open.

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At the first tab that is shown ("Inscripció" (registration)) you can display a series of information contained in the documents "Enrolment request form" that Escola de Doctorat have introduced to the system:

- Tutor
- Provisional Title of the thesis
- Start date (this is the date of admission)
- Director/s of the thesis (this information appears at the tab "Directors de tesi" (Thesis directors))

Here you will also find other informative data:

- Deadline for finishing the thesis
- PhD you are enrolled in
- Date of first registration

Remember that in this tab you cannot modify any information. If you have to change any data or have questions, you have to contact the coordination of the Doctoral Program.

In the tab "Directors de tesi" (Thesis directors) you will find the following information.

|   | Nom i cognoms | Situació<br>administrativa | Cârrec | Càrrec dintre del<br>tribunal | Universitat                             | Departament |
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Remember that in this tab you cannot modify the information neither.

2. Activities documents

In the tab "Documents d'Activitats" (Activities Documents) is where you should handle the information of your stay abroad and attach a certificate creating a new training activity.

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Once selected at the dropdown menu the activity "Número 4 – Estades de recerca en centres nacionals o estrangers, públics o privats" (Number 4 - Research stays at national centers or foreign, public or private), you must indicate the following information:

- Academic year of the stay
- Description
- Start date
- End date
- Mark "Menció doctor internacional" (Internacional Doctoral Research Component)
- "ENTITAT ON ES REALITZARÀ L'ACTIVITAT" (ENTITY WHERE THE ACTIVITY WILL BE DONE). Here you must choose "Altra" (Other): in the text box you have to specify the entity where you did stay. Remember that when choosing this option you must obligatorily indicate the country of the organization.

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Once provided this information should click on the "Afegir" (Add) button to add the activity to "Documents d'Activitats".

As you will see, the status of this activity will be "Proposta" (Proposal) and for the compulsory activities of the Doctoral Program will be "Proposta acceptada" (Accepted Proposal).

Finally, you must attach a certificate of the stay abroad and then click on the "Afegir" button to add the certificate to "Documents d'Activitats".

Once you review that all the information is entered and certificates are attached, any of your directors have to change the status of the activities from "Proposta acceptada" (Accepted proposal) to "Proposta realitzada" (Completed proposal). To make this step can consult the tutorial on the following link: <u>http://www.uab.cat/doc/Instruct-direct-tutor</u>

If you need to print the "Documents d'Activitats" at any time, you can do it with the "Imprimir" (Print) button. You have to remember that the document will open in a popup screen activity, so you have to disabled the blocking pop-up windows of your browser.