

## 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

You have to manage your activities using the computer program intended for PhD students.

To Access you have to go to [sia.uab.es](http://sia.uab.es), 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.

**Identificació**

Usuari/a

Contrasenya

Català  Castellà

*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.

Sel·lecció d'expedient						
	Centre	Pla	Estudis	Tipus Estudis	Especialitat	Estat Motiu
	600	Doctorat en [redacted]	Ensenyament de doctorat	Doctorat	Sense determinar	Obert
	105	Llicenciat en [redacted]	Ciències de la Informació	Llicenciatura/Enginyeria	Sense determinar	Tancat per sol·licitud de títol

On entering there you will see the following information:

Localització i selecció d'inscripció i seguiment

Títol de la tesi	
 	Títol Provisional de la tesi

[Tornar](#)

The query icon  won't allow you to record the changes that you make in your information. The modification icon  will allow you to record the changes that you make in your information.

Inscripció i seguiment

DNI/Passport [redacted]   
 NIA [redacted]   
 Data màxim de finalització Tesi [redacted]   
 NIF [redacted]

Cognoms i nom [redacted]   
 RD 98/2011   
 Data màxim de finalització Tesi [redacted]   
 DIRECCIO

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Inscripció  
 Directors de tesi  
 Pla de recerca  
 Document d'activitat  
 Civilitat paga tutoria

Pla [redacted]   
 Tipus inscripció [4 - Tesi Doctoral]

**TUTOR**

De la Universitat  
Codi Professor [redacted]

Estra  
Nom cognoms [redacted]   
 DNI/Passport [redacted]

Departament [redacted]   
 Situació administrativa [redacted]

Títol [Títol Provisional de la tesi]

Estuda  
Dèspatemp de coneixement [redacted]   
 Cip [redacted]

Tesi per competè d'arbitre  
Número de registre de tesi [redacted]

Data inici [redacted]   
 Número de registre [redacted]

Data oport [redacted]   
 Data de registre de exposició pública [redacted]

Data proposa la tribunal departament [redacted]   
 Data autorització [redacted]

Data aprovació del tribunal [redacted]

Data presentació lectura [redacted]

Usu [redacted]   
 D: ARBID/ARB DOKAT

Obstruccions [redacted]

Sense Menció   
  Menció al Doctorat Europeu   
  Menció al Doctorat Internacional

Cotutela de Tesi

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))



Once selected at the dropdown menu the activity "Número 4 – Estadades 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.

The screenshot shows a web form for adding an activity document. The form is titled "Document d'activitats" and is part of a navigation menu that includes "Inscripció", "Membres tribunal", "Directors de tesi", "Pla de recerca", "Document d'activitats", and "Gestió pago tutelats". The form fields include: "Tipus d'activitat" (dropdown: 1 - Assistència a seminaris - Descripció fixa), "Descripció" (text input), "Any acadèmic" (dropdown: 2012/13-0), "Data inici" (date picker: 09/05/2013), "Data fi" (date picker), "ENTITAT ON ES REALITZARÀ L'ACTIVITAT" (radio buttons: Departament/institució, Entitat registrada, Altra, País; "Altra" is selected), "ESTAT" (radio buttons: Proposta; "Proposta" is selected), and "OBSERVACIONS" (text area). At the bottom are buttons for "Tornar", "Afegir", and "Netejar".

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: <http://www.uab.cat/doc/Instruct-direct-tutor>

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 pop-up screen activity, so you have to disabled the blocking pop-up windows of your browser.