



Resolution regarding part-time study

Subject: Resolution regarding application to study part-time [indicar curs acadèmic]

"Dear [Nom de la persona],

We are sending you the resolution regarding your application to study part-time on the Doctoral Programme in [indicar nom del programa], which has been accepted by the academic committee.

We have changed your academic record to reflect your new part-time status.

Starting this academic year, your academic record will show that you are studying part-time

The new deadline for depositing your doctoral thesis is [indicar data límit depòsit]. If you have any questions, please do not hesitate to contact us.

Regards,

Campus Secretariat"

Resolution regarding full-time study

Subject: Resolution regarding application to study full-time [indicar curs acadèmic]

"Dear [Nom de la persona],

We are sending you the resolution regarding your application to study full-time on the Doctoral Programme in [indicar nom del programa], which has been accepted by the academic committee.

We have changed your academic record to reflect your new full-time status.

Starting this academic year, your academic record will show that you are studying full-time.

The new deadline for depositing your doctoral thesis is [indicar data límit depòsit]. If you have any questions, please do not hesitate to contact us.

Regards,

Campus Secretariat"



Resolution regarding application for voluntary withdrawal for personal reasons
(Non-first year doctoral students)

Subject: Resolution regarding application for voluntary leave of absence for personal reasons
[indicar curs acadèmic]

“Dear [Nom de la persona],

After evaluating your application, the academic committee of the Doctoral Programme in [indicar nom del programa] has accepted your request for temporary leave of absence for personal reasons.

We have changed your academic record to reflect your temporary leave of absence.

The new deadline for depositing your doctoral thesis is [indicar data límit dipòsit].

Your temporary leave of absence may last up to 1 year. If you need to extend the period for more than 1 year, you must apply for an extension to your temporary leave of absence.

Given that you have requested this leave of absence before the start of the registration period, you do not need to complete the registration process for the current academic year.

If you present the request for the extension to your leave of absence before the start of the registration period, you do not have to complete the registration process for the next academic year.

When this 1-year leave of absence finishes, you must apply to resume your studies so that you can register for the following academic year.

You can find more information about this procedure at:

http://www.doctor.urv.cat/doctorands/tramits-administratiu/reprenre_estudis_doct/

Or:

Given that you have requested this leave of absence after completing the registration process for the current academic year, you may still attend any exam sessions.

When your leave of absence finishes, you must apply to resume your studies so that you can register for the following academic year.

You can find more information about this procedure at:

http://www.doctor.urv.cat/doctorands/tramits-administratiu/reprenre_estudis_doct/

If you have any questions, please do not hesitate to contact us.

Regards,

Comentado [AELR1]: En funció del moment en el qual hagi sol·licitat la baixa, caldrà enviar aquest redactat o el del paràgraf següent.



Campus Secretariat"

Resolution regarding application for voluntary withdrawal for personal reasons

(First-year doctoral students)

Subject: Resolution regarding application for voluntary leave of absence for personal reasons
[indicar curs acadèmic]

"Dear [Nom de la persona],

After evaluating your application, the academic committee of the Doctoral Programme in [indicar nom del programa] has accepted your request for temporary leave of absence for personal reasons.

We have changed your academic record to reflect your temporary leave of absence.

The new deadline for depositing your doctoral thesis is [indicar data límit dipòsit].

Your temporary leave of absence may last up to 1 year. If you need to extend the period for more than 1 year, you must apply for an extension to your temporary leave of absence.

Given that you have completed the registration process for the current academic year, you may still attend any exam sessions.

If for personal reasons you are ultimately unable to attend these exam sessions and you also do not wish to attend in the special exam session authorised by the Management Committee of the Postgraduate and Doctoral School for 30 November, this will mean that you do not possess a pass grade from the previous academic year because you were not registered for the doctoral programme. In these circumstances, you must follow the established procedure for applying for access to a different doctoral programme within the specified period.

For more information, go to: <http://www.doctor.urv.cat/futurs-estudiants/acces/>

If you have any questions, please do not hesitate to contact us.

Regards,

Campus Secretariat"



**Resolution regarding application for temporary leave of absence due to:
Pregnancy or Illness / Maternity or Paternity**

Subject: Resolution regarding application for temporary leave of absence due to: [indicar el motiu: embaràs, malaltia, maternitat, paternitat] for the [indicar curs acadèmic]

Comentado [S2]: Pregnancy, illness, maternity, paternity

"Dear [Nom de la persona],

We are sending you the resolution regarding your application for voluntary temporary leave of absence for [indicar el motiu: embaràs, malaltia, maternitat, paternitat] from the Doctoral Programme in [indicar nom del programa].

We have changed your academic record to reflect your temporary leave of absence.

The new deadline for depositing your doctoral thesis is [indicar data límit depòsit].

If the reason for your leave of absence is renewed or continues, you need to complete the application form, as indicated in the administrative procedure, and you must attach the corresponding documentation so that we can update your details.

Comentado [AELR3]: Només en el cas d'embaràs o malaltia

If you have any questions, please do not hesitate to contact us.

Regards,

Campus Secretariat"



Resolution regarding application to extend thesis submission deadline

Subject: Resolution regarding application to extend thesis submission deadline for the [indicar curs acadèmic]

"Dear [Nom de la persona],

After evaluating your application, the academic committee of the Doctoral Programme in [Indicar nom del programa] has agreed to accept your request to for an extension to the deadline by which you must deposit your doctoral thesis.

We have changed your academic record to reflect this extension.

The new deadline for depositing your doctoral thesis is [indicar data límit dipòsit].

The extension will have a duration of [one year for full-time students / two years for part-time students]. If you need to extend this deadline for an additional year, [you must repeat this procedure](#).

If you have any questions, please do not hesitate to contact us.

Regards,

Campus Secretariat"