



UNIVERSITAT
ROVIRA i VIRGILI

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

Academic Year:

URV.E11.00.00

PERSONAL INFORMATION

Name and surname:

ID card/Passport/NIE:

Telephone:

URV e-mail address for written correspondence:

Personal e-mail address for written correspondence:

Doctoral programme in:

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, amended by 576/23.

I have been informed that:

- The duration of the period of temporary withdrawal is one academic year from 1 October 2025 to 1 October 2026
- 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.

(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

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is blocked because the doctoral student has not passed after exhausting all assessment calls and has been permanently withdrawn from this doctoral programme.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

(signature of secretaria de centre/campus /departament)

_____ 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.



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Academic Year:

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Student details:

Name and surname:

ID card/Passport/NIE:

Telephone:

URV e-mail address for written correspondence:

Personal e-mail address for written correspondence:

Doctoral programme:

**RESOLUTION BY THE ACADEMIC COMMITTEE OF
THE DOCTORAL PROGRAMME**

Having evaluated the application presented, the Academic Committee of the doctoral programme:

To accept the change requested.

Not accept the change requested.

(signature of the chair of the Academic Committee)

20

(place and date)

**RESOLUTION BY THE DELEGATE OF THE ACADEMIC
COMMITTEE TO THE CAMPUS SECRETARIAT/DEPARTMENTAL
SECRETARY'S OFFICE**

Having evaluated the application presented, the Campus Secretariat/ Secretary's Office of the Department responsible for the doctoral programme:

Not accept the change requested.

(signature of the Campus Secretariat or Departmental Secretary's Office)

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 extension to the thesis submission deadline, as accepted by the Academic Committee and will inform the doctoral student 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 sent a copy of this resolution to the Doctoral School and to the Secretary's office of the corresponding department.

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