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**NMBU FORM 2.2.1 Changes to the contract period of a PhD candidate**

To be submitted by the **PhD candidate** if there is a delay and need to change the end date of the PhD education. The main supervisor’s approval of this change can be done by attaching the supervisor’s approval (e-mail or other) as a PDF to this form. Decisions for non-statutory leave must be made on faculty level and those the faculty delegate this decision to.

Send the form and its attachments by e-mail to the generic PhD e-mail address at the faculty (https://www.nmbu.no/en/research/contact-persons-during-your-phd) for further processing and approval.

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| --- | --- |
| **PhD candidate:** | Full name |
| Faculty: | Select a Faculty |
| Main supervisor: | Full name |
| Affiliation: |  |
| Current end date: | Old end date |
| New date for submission: | New date for submission |

|  |  |  |
| --- | --- | --- |
| **The delay is caused by** | **Time period (from-to):** | **% absence from PhD education:** |
|[ ]  1. Parental leave
 | From date to date |       |
|[ ]  1. Graded parental leave
 | From date to date |       |
|[ ]  1. Other leave of absence
 | From date to date |       |
|[ ]  1. Absence of more than 2 weeks duration, due to illness
 | From date to date |       |
|[ ]  1. Work on another project
 | From date to date |       |
|[ ]  1. Other reason:
 | From date to date |       |
|  |  | Describe other reason here |

|  |  |
| --- | --- |
| **Funding (salary/scholarship, operating funds) during the extension period:** | Write your source of funding here |
| **Any project number** | Project number |

**ATTACHMENTS:**

[ ]  Attach the documentation for your leave. Note that documentation is not required for statutory leave such as parental leave etc. However, the information must be sent to the PhD coordinator.

[ ]  The main supervisor’s approval of the change sent by e-mail may be attached as a PDF to this form.

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| **Date and signature:** |
| PhD candidate: | Full name |
| Date: | *Insert date here* |
| Signature: | *Sending the proposal to the faculty by e-mail replaces handwritten signature.* |

**FOR THE FACULTY:**

|  |  |
| --- | --- |
| **New end date:** | *Instert date here* |
| **Any conditions:** |  |
| **Comments:**  |  |

**APPROVAL FROM THE FACULTY:**

The approval from the faculty is by the digital approval flow in P360, in the routine established at the faculty.