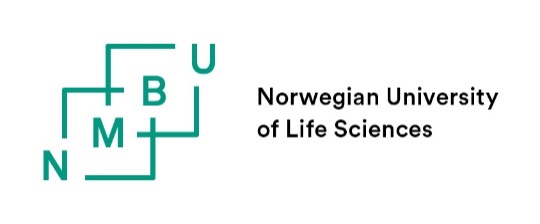
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**NMBU FORM 2.2.1 Changes to the contract period of a PhD candidate**

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.

|  |  |
| --- | --- |
| **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.

|  |  |
| --- | --- |
| **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.