



## 2F. Application for

- General leave of absence (for 3 weeks or more)
- Part-time status (for 3 weeks or more)
- Illness (for 3 weeks or more)

Remember to also contact HR (human resource management office) at your department / place of employment.

### General information

Name:  UCPH user id:   
*If not available, date of birth*

Department:  Principal supervisor:

Are you employed at the University of Copenhagen? Yes  No

### Type of leave

- General leave of absence
- Part-time status
- Illness

### Duration of leave

- I apply for full-time leave of absence from the PhD programme

From:  Up to and including:   
*(dd.mm.yyyy)* *(dd.mm.yyyy)*

- I apply for part-time status during the PhD programme

Working hours/ week:

From:  Up to and including:   
*(dd.mm.yyyy)* *(dd.mm.yyyy)*

### Reason

### Revised time table

Please insert a revised time table from your PhD plan for the remaining PhD study period

**Signatures***(or confirmation by e-mail)***1. PhD student**

I hereby confirm that the provided information is correct.

Date:  Name: Signature: **2. Principal Supervisor**

I hereby recommend the application

Date:  Name: Signature: **3. PhD coordinator**

I hereby recommend the application

Date:  Name: Signature: **4. Head of Department / Head of Administration**

I approve of the application

Date:  Name: Signature: 

Once you have completed the form and it is signed by all parties, please save it as a Word or an OCR-readable (editable) PDF file and e-mail it to the PhD secretary at your department. You can find your PhD secretary here: [www.science.ku.dk/english/research/phd/student/contact/](http://www.science.ku.dk/english/research/phd/student/contact/)