



## 2G. Information from PhD students *not* employed by UCPH on

- Maternity / paternity / parental leave
- Pregnancy related illness
- Adoption

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

General information			
Name:	<input type="text"/>	UCPH user id:	<input type="text"/>
		<i>If not available, date of birth</i>	
Department:	<input type="text"/>	Principal supervisor:	<input type="text"/>

  

Type of leave	
<input type="checkbox"/>	Maternity leave
<input type="checkbox"/>	Paternity leave
<input type="checkbox"/>	Parental leave
<input type="checkbox"/>	Leave due to adoption
<input type="checkbox"/>	Illness caused by pregnancy

  

Duration of leave			
<input type="checkbox"/>	Full-time leave from the PhD programme		
From:	<input type="text"/>	Up to and including:	<input type="text"/>
	<i>(dd.mm.yyyy)</i>		<i>(dd.mm.yyyy)</i>
<input type="checkbox"/>	Part-time leave from the PhD programme.	Working hours/ week:	<input type="text"/>
From:	<input type="text"/>	Up to and including:	<input type="text"/>
	<i>(dd.mm.yyyy)</i>		<i>(dd.mm.yyyy)</i>

  

Signatures <i>(or confirmation by e-mail)</i>			
<b>1. PhD student</b>			
I hereby confirm that the provided information is correct			
Date:	<input type="text"/>	Signature:	<input type="text"/>
<b>2. Principal Supervisor</b>			
I am informed of this			
Date:	<input type="text"/>	Signature:	<input type="text"/>

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/)