

**Extension of the enrolment**

*In accordance with the Guidelines for PhD programmes at the PhD School of Business and Social Sciences PhD students must apply to the Head of PhD School for a postponement of the deadline for submitting the PhD thesis and thereby for an extension of the enrolment period if the PhD thesis has not been submitted by the expiry of the prescribed period of study. The application must contain a timetable for the remaining work on the thesis and provide an expected submission date. The application must be accompanied by a recommendation from the principal supervisor and the Head of Department.*

*If the Head of PhD School does not receive an application for a postponement of the deadline and thereby an extension of the enrolment period, the PhD School Secretariat will inform the PhD student that his/her enrolment will be terminated it the PhD thesis has not been submitted within six months at the latest after the expiry of the prescribed period of study.*

|  |  |
| --- | --- |
| **Name:**      | **Department:**  |
|  |  |
| **Application for postponement of the deadline for submitting the thesis and exceeding the term of enrolment** |
| **From *(Date):***       | **To *(Date):***       |
| **Expected submission date:**       | **Did you earlier apply for an extension of the enrolment period*:*** |
|  |  |
| **Please state the reason for applying for postponement of the deadline for submitting the PhD thesis** |
|       |
|  |  |
| **Timetable for the remaining work on the PhD thesis** |
|       |
|  |  |
| **Signatures*****(The Head of Department and the principal supervisor recommend a postponement of the deadline for submitting the PhD thesis and thereby for an extension of the enrolment period)*** |
|  | **Date:** | **Name:** | **Signature:** |
| **Head of Department:** |       |       |  |
| **Principal supervisor:** |       |       |  |
| **PhD Student:** |       |       |  |

*The completed form must be sent to the PhD School of
The Faculty of Business and Social Sciences on* *phdsek@sam.sdu.dk*

*The form may be accompanied by signatures by e-mail or digitally signed.*