

**Leave of absence**

*According to the Guidelines for the PhD School the PhD student can under special circumstances be granted leave of absence on other grounds. Leave of absence must always be applied for in advance of the planned period of leave. Provided the leave of absence is is of academic relevance to the PhD project the Head of the PhD School decides whether leave of absence can be granted after a substantiated application accompanied by a recommendation from the principal supervisor and the Head of Department.*

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| --- | --- | --- | --- |
| **Name of PhD student:** | | | |
| **Department:** | | | |
| **Principal supervisor:** | | | |
|  | | | |
| **Did you earlier apply for leave of absence?** | | | |
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| **Period of leave** | | | |
| **From *(Date):*** | | **To *(Date):*** | |
|  | | | |
| **Please state the reason for applying for leave of absence** | | | |
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|  | | | |
| **Signatures**  ***(The Head of Department and the principal supervisor recommend that the leave of absence is granted and confirm that the leave is of academic relevance to the PhD project)*** | | | |
|  | **Date:** | | **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*](mailto:phdsek@sam.sdu.dk)