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| **Forbeholdt administrationen:** |
| Ansøgning modtaget  |  |

**Application for the Faculty of Science**

**ACADEMIC APPROVAL OF CHANGE OF ENVIRONMENT**

*To be submitted to the faculty.*

***Please read the entire guide before filling out the form.***

***Please enclose any relevant documents.***

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| **1. Personal data** |
| Name:       | E-mail:       |
| Department:       | PhD programme started (MM/YY):       |
| Supervisor:       | Expected submission date (MM/YY):       |
| **2. Place of study abroad** |
| Institution:        |
| Country:       |
| Study period abroad: from and till:  |
| Describe why the chosen institution is important for your studies *(for example describe in short the project you are planning to work on during your stay abroad)*:        |
| List of enclosures:       |
| **3. Signature** |
| **Applicant:** | Date:      | Block letters /stamp | Signature |
| **PhD School:** | Date:      | Block letters /stamp | Signature |
|  |  |  |  |

NB: After your stay abroad has ended, please send certification of your stay from the hoste to the faculty, whereupon your stay abroad will be registered.

**Guide on academic approval of change of environment**

**Valid from 1 January 2015**

Enclose the following with your application:

a) ***Invitation*** from the hoste institution.

b) ***Statement*** by the principal supervisor

c) ***Research and education plan***

***Guidelines for change of envoronments:***

Stays at other research institutions
According to the Ministerial Order on PhD Programmes, the PhD student must take part in active research environments. This includes stays at other, primarily non-Danish research institutions. Therefore, the PhD student is required to complete a period of study at another research institution (change of environment) during the course of their PhD programme.

On grounds of the international level of the programme, the change of environment at a relevant research institution abroad must last for at least 3 consecutive weeks. Preferably, it should last for 2-6 months.

The principal supervisor must ensure that the PhD student has the opportunity to establish contacts with active research environments outside the University of Southern Denmark. The principal supervisor will typically make use of his/her national and international network when planning the PhD student’s study periods at other international or national research environments.

The change of research environment must be approved by the Head of the PhD school and must be evident from the research and education plan. If the study period abroad has not yet been planned when the research and education plan is submitted, the plan should state when the study period abroad is expected to take place.

If it is impossible or inconvenient for the PhD student to complete a long-term study period abroad, this must be substantiated in the research and education plan. The research and education plan must also state how the ministerial requirement of a change of research will be met.

*Faculty of Science, January 2015*

# PhD students may apply at their department for financial support for change of research environment.

**The Head of Department decides whether funding from the Study Travel Fund is granted.**

The PhD student and supervisor are responsible for raising funding for the desired study trips and courses and change of environment. The Study Travel Fund is one of several possible funding sources. Other sources could be foundations. In some cases, external funding granted to the supervisor will cover the expenses.

In case the PhD student is not able to raise enough funding for a change of environment or course which has already been academically approved, the PhD student and supervisor must find an alternate change of environment or course.