

Overview over the procedures for the forms
In this order and by these people are your form processed

	PhD Student	Supervisor	Head of Department	PhD Study Committee at the Department	PhD School	PhD Committee at the Faculty	Dean
Application for approval of external research experience	X	X	X		X		
Application for academic approval of PhD course	X	X			X		
Application for approval of knowledge dissemination	X		X	X			
Application for transfer of credits	X	X		X			
Application to the Study Travel	X	X	X				
Application for unpaid absence of leave	X	X	X	X	X		X
Application for change of title	X	X			X		

Forms regarding courses, credit transfer, knowledge dissemination and leave of absence are handed in to:

Biology: Kasper Reitzel - Reitzel@biology.sdu.dk
BMB: Barbara Guerra – bag@bmb.sdu.dk
FKF: Thomas Rytto – ryttov@cp3.sdu.dk
IMADA: Michele Della Morte – dellamor@cp3-origins.net

Forms regarding financial support to Study Travel and environmental change are handed in to:

BMB: Marianne Rasmussen – marianner@bmb.sdu.dk
FKF: Mette Søndergaard - meso@sdu.dk
Biology: Dorte Banke Sjøberg – dobs@biology.sdu.dk
IMADA: Tove Susanne Nadolny – Nadolny@sdu.dk

The student must obtain the supervisor's and PhD Study Committee's signature. It is the student's responsibility to keep a copy of the application.