**Application for extension of admission period in the PhD programme**

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| * Current regulations: [Guidelines for admission period for a PhD programme at Western Norway University of Applied Sciences](https://www.hvl.no/globalassets/hvl-internett/dokument/p.hd/phd-dokumenter-engelsk/guidelines-for-admission-period-at-hvl.pdf)
* You can apply for an extension of the admission period in the PhD programme for one year at a time, up to three times. The application should be submitted no later than 2 months before the end of the admission period. An application for an extension may be granted if the programme committee finds, after an overall assessment, that the project can be completed during the extension period.
* The maximum period of admission to the PhD programme excluding legally established leaves of absence and duty work, is 6 years, cf. [Regulations for the degree of philosophiae doctor (PhD) at Western Norway University of Applied Sciences Section 2-8.](https://www.hvl.no/globalassets/hvl-internett/dokument/p.hd/phd-dokumenter-engelsk/regulations-for-the-degree-of-philosophiae-doctor-phd-at-western-norway-university-of-applied-sciences.pdf)
* **Note: Applications for extension of the fellowship/employment period based upon particular circumstanses are handled separately. Further information can be found in the** [employee handbook](https://cp.compendia.no/hvl/eh/897364)**.**
* Applications for an extension of the admission period will therefore only apply for candidates who need an extended admission period as PhD candidate after the research fellowship period has ended.
* Please note that the entitlement to unemployment benefits during the extended admission period must be clarified with NAV.
* You may be granted a total of maximum 40 hours of additional supervision for your extended admission period(s).
* The form must be signed by all parties and sent together with required attachments, to post@hvl.no, with a copy to the PhD coordinator for the PhD programme.
* An extension of the admission period provides extended right to study in the PhD programme, extended user account and access. Workplace and access to infrastructure may need to be clarified with the relevant faculty.
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# PART 1: TO BE COMPLETED BY THE CANDIDATE

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| **Candidate's name:** |  |
| **PhD programme:** |  |

**Information about the extension**

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| What was your initial admission period – start-date to end-date: |  |
| State the new end-date you wish to apply for. |  |
| Have you previously been granted an extension of your admission period? | No: |
| Yes, dates from-to:  |
| Part of ordinary working hours (%) to be used for the doctoral project:  |  |
| Have you been granted additional supervision hours previously?  | No: |
| Yes, number of hours: |

**Reason for extension (use a separate page if needed):**

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Note: Please do not provide personal information in this form

**PhD project status**

(How far have you come, what is left?)

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**Are you writing a monograph or an article-based thesis?**

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| Monograph: |  |
| Article-based: |  |

**Status articles (if article-based)**

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| --- | --- |
| How many articles are planned to be included in the thesis? |  |
| How many are accepted/published? |  |
| How many are submitted? |  |
| Provide an overview of articles to be included in the thesis: |

**Status of training component (courses completed, planned, in which semester)**

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**Schedule for completion**

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| Detailed schedule (milestone plan) until completion of the thesis (use a separate page if needed) |

**Additional supervision hours**

(Note that you should discuss this with your supervisors first).

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| --- | --- |
| Are you applying for additional supervision hours? | Yes / No |
| If yes, how many hours? (maximum 40) |  |

Attachments to the application:

* Confirmation of financing during the extension period, e.g., copy of employment contract. If you do not have funding (for example, if you plan to work on your PhD in your spare time or similar), please specify this.

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PhD candidate (signature and date)

# PART 2: TO BE COMPLETED BY THE MAIN SUPERVISOR

**Confirmation that supervisors believe that the project can be accomplished during the extension period**

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| **Name of main supervisor:** |  |
| **Name of co-supervisor(s):** |  |

**The supervisor's comments to the application for extended PhD period (use a separate page if needed).**

If the candidate applies for extra supervision hours, please specify how these hours will be used.

If there will be changes in the supervisor team due to the extended PhD period, please specify here.

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By signing, the supervisor confirms the need for an extension of the PhD period, further supervision (if applied for), and that the progress plan is realistic considering completion of the PhD programme during the extension period.

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Main supervisor (signature and date)