

Information about expected childbirth and leave

Parental leave form 1 (prior to childbirth)

PhD students on part A (4+4 scheme) of the PhD degree programme

The form is used by PhD students to inform the graduate school about the expected date of delivery/expected date of receiving an adopted child as well as absence in this connection.

The completed form must be submitted to the PhD administration **no later than three months before the expected date of delivery/expected date of receiving the adopted child at your home.**

You must inform the PhD administration of the actual date of delivery and the actual period of leave **no later than 6 weeks after birth/receiving the adopted child** by submitting Parental leave form 2 (*Application for extension of the PhD degree programme/PhD fellowship due to childbirth/adoption*).

The father:

If the leave starts before 6 weeks after the birth/adoption you must inform the PhD administration of the actual date of birth and start of leave **as soon as possible after your child is born/adopted and no later than at the commencement of your leave** by submitting Parental leave form 2 (*Application for extension of the PhD degree programme/PhD fellowship due to childbirth/adoption*).

1. Identification information

Name	
Programme/department	
Private telephone no.	
Private email address	

2. Information about childbirth

Expected date of delivery	
---------------------------	--

3. Leave

In connection with childbirth/adoption, a SU PhD scholar is entitled to leave for up to nine months within a period of up to 12 months after birth/adoption.

The mother is entitled to leave two months before the expected date of birth. The leave taken before the child is born will be deducted from the nine months of leave.

Single parents may apply for leave for up to 12 months, cf. Rules and regulations below.

Expected start of leave: _____

Number of months with leave: _____

4. Signature

PhD student	
	Date _____ Signature _____

If you have any questions, please contact the PhD administration at the graduate school (Bettina H. Acthon, acthon@au.dk).

Please inform the school of the leave (principal supervisor, head of department and PhD program director).

Rules and regulations:

- Ministerial Order on the Danish Act on the Education Grant and Loan Scheme in Denmark no. 1037 of 30 August 2017 (SU Act): Part II, Financial assistance for the PhD programme before the Master's degree is obtained
 - Addendum: "Lov om ændring af SU-loven og lov om statens voksenuddannelsesstøtte" no. 2400 of 14 December 2021 (item 15)
- Ministerial Order no. 653 of 31 July 1999 on PhD grants under the State Educational Grant and Loan Scheme – Sections 2 and 4
 - Addendum: "Bekendtgørelse om ændring af bekendtgørelse om SU-ph.d.-stipendium" no. 839 of 9.6.2022 (item. 1-3)