

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 department **no later than three months before the expected date of delivery/expected date of receiving the adopted child at your home**. The department will then forward the form to the graduate school.

The mother:

- **No later than 8 weeks after giving birth**, you must inform the graduate school of the actual date of delivery and the actual period of maternity leave

The father:

- If the leave starts before 8 weeks after the birth you must inform the graduate school of the actual date of birth **as soon as possible after your child is born and no later than at the commencement of your leave**.
- If the leave starts after 8 weeks after the birth you must inform the graduate school of the actual date of delivery and the actual period of paternity leave.

The notification of the graduate school must be made on the form *Maternity/paternity leave form 2 – Application for an extension of the PhD degree programme/PhD fellowship due to childbirth/adoption*.

1. Identification information

Name	
Programme/department	
Home address (street and town)	
Private telephone no.	
Private email address	

2. Information about childbirth

Expected date of delivery	
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3. Leave

The mother	In connection with childbirth/adoption, the mother is entitled to up to 12 months (within a period of two months before and up to 12 months after childbirth/adoption)
	Expected start of leave: _____ Number of months with leave: _____
The father	In connection with childbirth/adoption, the father is entitled to up to six months (within a period of up to 12 months after childbirth/adoption). The leave may be split into more than one period.
	Expected leave (period 1): _____
	Expected leave (period 2): _____ Number of months with leave: _____

4. Signatures

PhD student	
	Date _____ Signature _____

If you have any questions, please contact the graduate school's administration (Bettina Holmbo Acthon, acthon@au.dk). Please inform the school of the leave (principal supervisor, head of department and PhD program director).

Legal basis:

- 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
- Ministerial Order no. 653 of 31 July 1999 on PhD grants under the State Educational Grant and Loan Scheme – Sections 2 and 4