**Form regarding change of environment abroad with a duration of 4 weeks or more**

Pursuant to the Statement of Terms and Conditions Act (Act no. 501 Lov om ansættelsesbeviser og visse arbejdsvilkår) clause 4.1 the employer, whose employee must perform work in one or more countries other than the one where he/she normally works, and the duration of the work exceeds 4 consecutive weeks, must draw up an addendum to the employment certificate.

For Aarhus University to draw up the supplement, please complete the form below and send it by e-mail to the PhD Administration at Arts, att. your PhD programme administrator: <https://phd.arts.au.dk/about-us/contact>

If you have questions about the form, please contact your PhD programme administrator.

**Deadline**

The deadline for sending this form is no later than one month before you leave for your change of research environment.

**Please also pay attention to the following:**

There may be special tax conditions that must be taken into account when staying abroad. Aarhus University does not provide tax advice, but you can get advice and guidance from your local tax office.

Contact Travel Expence Accounts: <https://medarbejdere.au.dk/en/administration/overview-of-au-administration/au-finance/travel-expense-accounts> with any questions about which expenses that can be covered by a grant from Aarhus University.

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| **Name** | | | | | |
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| **PhD programme** | | | | | |
|  | | | | | |
| **Period** | | | | | |
| From: |  | | | To: |  |
| **Address at workplace abroad** | | | | | |
| University/company:  Street and house No.  ZIP code and city  Country | | |  | | |
| **Your private address abroad** (as a minimum where you are staying the first days) | | | | | |
| Street and house No.  ZIP code and city  Country | |  | | | |