



Application for extension of admission to doctoral procedures

The application for extension of admission to doctoral procedures¹ must be submitted at the latest three months prior to the expiry of the admission period. The application is submitted by the doctoral candidate and must also be supported and signed by the supervisors (electronic and scanned signatures are allowed). It is decided by the responsible subject doctoral committee. Doctoral candidates must submit the dissertation and hold the oral defense within a valid admission period. Doctoral candidates must remain enrolled until the oral defense is held. A period of approximately three months for the examination procedure (from submission of the dissertation to the conduct of the oral defense) must be planned and taken into account.

Surname, first name of doctoral candidate:

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I hereby apply for the extension of admission to doctoral procedures for

- another ___ months (min. 3 months).
- another 12 months.

The requested extension should **not** exceed one year.

Reason for requesting the extension:

- Non-subject-related reasons²: sick leave / maternity leave / parental leave / care leave from _____ to _____
- The dissertation has been submitted, but the conduct of the oral defense is delayed. An endorsement of the application for extension by the supervisors can be omitted in such a case.
- Other non-subject-related reasons **and/or** subject-related reasons (for length: recommendation approx. ½ page):

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¹ This application must be submitted for extensions of the admission period in the context of doctoral procedures under the Doctoral Degree Regulations MIN Faculty (2010) and the Doctoral Degree Regulations MIN Faculty (2018); the two doctoral degree regulations mentioned here and their amendments can be found at [this link](#).

² If the application for extension is made for these non-subject-related reasons, approval is provided. You can inquire at the [Campus Center](#) whether you must remain enrolled in the case of the non-subject-related reasons mentioned here and what options and specifications are available in your specific case with regard to the enrollment obligation.



Subject-related reasons may include:

- the need for justifiable, indispensable further research work
- the underestimated complexity of the research question
- the non-availability of important data sources
- a cooperation that did not proceed as planned

In case of an extension of the admission period, which is requested before the submission of the dissertation for evaluation, a **concrete time schedule/work plan must** be inserted here (for length: recommendation approx. ½ page). In the time schedule/work plan, the doctoral candidate lists in a time grid (e.g. from 1 - 3 months) the activities and work to be done until completion of the doctoral examination procedure (i.e. oral defense):



Please note:

- The essential goal of this application is to stimulate a discussion about the dissertation process between doctoral candidates and their supervisors. The doctoral committees of the MIN Faculty and the MIN Faculty would like to support doctoral candidates in achieving the qualification goal (doctorate) in a reasonable time. Applications for extension of the above form, which are jointly supported by the doctoral candidates and supervisors, are usually decided positively.
- Applications for further extensions must refer to the previous applications.

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Place

Date

Signature of applicant

Supervisor

Date

Name and signature of supervisor

Co-supervisor

(if applicable)

Date

Name and signature of co-supervisor

Chair or co-supervisor

(if applicable)

Date

Name and signature of chair of the supervision panel or a further co-supervisor