

## Thesis extensions

According to the Doctoral Degree Regulations (RerNat-O §6, VI), the PhD thesis should be submitted within 3 years after the start of the project. Application for an extension up to four years is possible via the thesis advisory committee (1st & 2nd extension, 0.5 years each). Extensions resulting in doctoral studies lasting longer than four years have to be approved by the program committee or the deanery of your faculty. The following procedures apply for the application for doctoral thesis extensions:

### General rules:

- Discuss the need for a thesis extension in one of your thesis advisory committee meetings:
  - Scientific reasons
  - Other reasons (e.g. significant delay due to illness or parental leave)
- Discuss the further funding for the extension.
- Decision on 1st & 2nd extension (+0.5 years each, resulting a total study time of up to four years) is made by the thesis advisory committee:
  - All extensions have to be communicated to your respective program office as well as the GAUSS Office
- Decision on extension beyond 4 years is made by the program committee or deanery
- Complete the application form:
  - Explain well-justified scientific (and/or, if applicable, other) reasons for the extension
  - Attach detailed schedule until requested new deadline
  - Have TAC members sign the application for extension form at your TAC meeting or shortly thereafter
- Send the following documents to your program office or deanery at least three months before the submission deadline:
  - Application form for doctoral thesis extension
  - Schedule until new submission deadline
  - In case of other reasons for extension:
    - proof of absence times, e.g. *sick certificates, confirmation of parental leave*
    - Statement by supervisor explaining in detail the delay and the time needed to overcome it
    - If other reasons apply indicate them in the application form – once the “regular” extension has started, the absence times cannot be considered anymore
  - All extensions have to be communicated to the GAUSS Office

### 1st extension:

The thesis advisory committee members and the PhD student discuss the timeline in the 3rd thesis advisory committee meeting (2.5 years after the start of the thesis project).

### 2nd extension:

If a second extension is required, the thesis advisory committee meets in due time to evaluate the need for additional experiments. At this meeting, a timeline for submission needs to be defined.

### Extension beyond 4 years:

An extension beyond 4 years is possible only after submitting an application to the program committee or deanery. Any application for an extension beyond 4 years requires a thesis advisory committee meeting and the support of the committee. It is recommended to discuss a realistic timeframe and potential need for this extension already in the meeting for the second extension. Do not forget to inform the GAUSS Office about the extension after approval by the program office / deanery.