

## Form regarding active research environment change with a duration of four consecutive weeks or more

Pursuant to the Statement of Terms and Conditions Act, Act no. 501, clause 4.1 (in Danish: Lov om ansættelsesbeviser og visse arbejdsvilkår, Lov nr. 501, paragraf 4.1) the employer must draw up an addendum to the employment letter in those cases where the employee must perform work in one or more countries other than the one where the employee normally perform work if the duration of the work exceeds four consecutive weeks,.

For Aarhus University to draw up the addendum, please complete the form below and send it to [your PhD partner](#). The PhD student is to fill in and sign the blue part of the form, and the main supervisor is to fill in and sign the green part.

If you have questions about the form, please contact your PhD partner or local department.

### Deadline

The deadline for sending this form to your PhD partner is no later than two weeks before you leave for your active research environment change.

### 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 Expençe Accounts, AU Finance](#) with questions relating to the kind of expenses that can be covered by a grant from AU. If you have received a [mobility grant from GSTS](#) and have questions in that regard, please contact [GSSTgrants@au.dk](mailto:GSSTgrants@au.dk).

RESERVED FOR PHD STUDENT	
<b>Full name:</b>	<b>PhD programme:</b>
<b>Duration of stay abroad (precise dates):</b>	
From:	To:
<b>Workplace address abroad:</b>	
University/company:	
Address:	
ZIP code:	
City:	
Country:	
<b>Private address abroad: As a minimum where you are staying the first few days</b>	
Address:	
ZIP code:	
City:	
Country:	



**Other expenses:** In addition to travel and housing costs (e.g. regarding accompanying family)

*State other expenses, which, by agreement with the department, will be reimbursed. As a rule, additional insurance or alternative insurance paid by AU may not be taken out.*

**Date:**

**PhD student's signature:**

**RESERVED FOR MAIN SUPERVISOR**

**Funding:** Does the project fund any of the following during the PhD student's stay abroad

*If in doubt, please contact your Administrative Officer in Nat-Tech Finance*

Hourly and daily allowances (per diem):

Accommodation:

Travel and transportation:

Other expenses, including Visa:

**Date:**

**Main supervisor's signature:**

