



Thesis extensions

According to the GGNB Doctoral Degree Regulations (§4), the PhD thesis should be submitted within 3 years after the start of the project. The GGNB Board in its session on 12 June 2009 has agreed on the following procedure for applications for extensions of doctoral theses:

1st extension (for max. 6 months):

The thesis committee members and the PhD student discuss the timeline in the 3rd thesis committee meeting (2.5 years after the start of the thesis project). The application form for extension can be signed by the thesis committee members at this meeting or later. It has to be sent to the GGNB Office at least three months before the deadline for submission. On the application form, the student explains the reasons for an extension and provides a detailed schedule until the requested new deadline. The decision on extension is made by the program committee.

2nd extension (for max. 6 months):

If a second extension is required, the thesis committee meets in due time to evaluate the need for additional experiments. At this meeting, a timeline for submission needs to be defined to comply with the four-year limit given by the GGNB Doctoral Degree Regulations. The application form, stating exceptional and well-founded reasons for the further extension, has to be submitted to the GGNB office at least three months before the current deadline, together with a detailed schedule for submission. The decision on extension is made by the program committee.

Extension beyond four years:

An extension beyond 4 years is possible only in exceptional cases with the consent of the members of the GGNB Board (4 meetings per year). Any extension beyond four years again requires a thesis committee meeting. It is recommended to discuss a realistic time frame and potential need for this extension already in the meeting for the second extension.

The following procedure has to be followed:

- meeting of the PhD student with all members of the thesis committee,
- individual discussion with the two thesis committee members (without supervisor),
- meeting of the PhD student with the speaker of the program,
- submission of written application for extension to GGNB Office at least three months before the deadline, pending approval by all three members of the thesis committee and the speaker of the program, including:
 - o application form signed by all thesis committee members and the speaker of the program,
 - o detailed schedule for submission,
 - o detailed statement by the supervisor explaining why the thesis cannot be submitted on time,
 - o minutes of the individual discussion with the doctoral student by the two thesis committee members, plus a short statement why they support a further extension.

The program speaker will then present the case before the GGNB Board, which has to decide on the extension. The GGNB Board may decide to invite the supervisor and/or PhD student to present the reasons for the extension at one of its meetings.