

## How to apply for prolongation for DN positions

A quick guide on how to apply for prolongation for positions of trust (förtroendeuppdrag) from *Universitetsgemensamma medel* (from University wide funds). Your domain/faculty/department may have a different procedure.

1. Look at the guidelines for extension ([UFV 2021/2081](#)), here you will be able to see which positions are financed by which level (University, Faculty/Domain or Department).
2. Fill in the TekNat form for application of extension of PhD position, available at the bottom of this page: <https://www.teknat.uu.se/education/postgraduate/forms/>
3. Send the form to joakim.lofkvist@uu.se

You will need the meeting minutes from the meeting you were elected for the position(s) and it's probably good to mention in the comments what positions and how many working days you are applying for. Note that you should apply when you have **no more than 6 months left** of your original PhD study time.

Since the amount of work required can vary between the various positions, the guidelines provide for minimum levels of extension. How to apply for prolongation may vary between disciplinary domains, contact your faculty doctoral council for advice if needed.