**Model letter 1 – Request for Admission PhD Candidate and Supervision Team**

To: Dean of the Faculty …

From: Intended principal supervisor …..

Date: ……..

Reference: *Doctoral Candidate (as stated as in passport):*

Subject: Request for admission to the doctoral trajectory[[1]](#footnote-1)

Reply after approval: [Doctoral Candidate], Director Graduate School, (Co)supervisors,

UM PhD Office…..

Dear *[Dean of the faculty],*

I herewith request **admission** to the doctoral trajectory for intended doctoral candidate

First names:

Last names:

Gender:

Date of birth:

Nationality:

Place of birth and Country:

Home address:

Postal code + city (+ country)

Telephone:

Personal e-mail address:

Faculty:  
Graduate School / Research Institute:

Work address:

Postal code + city:

Telephone:

Work e-mail address:

With reference to the Doctoral Regulations[[2]](#footnote-2), admission is requested **based on the following degree obtained by the intended candidate, proof of which is added to this letter**.

Degree obtained:

Name institute:  
City/Country:

Date of diploma:

*Or*

With reference to the Doctoral Regulations[[3]](#footnote-3), I request the candidate to be exempted from the requirement for admission of having a master’s degree as meant in the Dutch Act on Higher Education[[4]](#footnote-4) because

*[Motivation by the intended promotor]*

*[Other supporting documents to be added to this letter]*

*[Notification in case of a joint or double degree]*

The **topic** of the research of the doctoral candidate is …………… .

The (**working**) **title** of the thesis is ………………

I propose that the candidate will be **supervised** by me as the principal supervisor

*[title] [first names or initials] [last name]*

*[function] at [institution] in [location, country]  
[area of expertise]  
[Email address]*

acting as principal supervisor and

Supervisor/co-supervisor\*[[5]](#footnote-5): *[title] [first names or initials] [last name]*

*[function] at [institution] in [location, country]  
[area of expertise]  
[Email address]*

Supervisor/co-supervisor\*: *[title] [first names or initials] [last name]*

*[function] at [institution] in [location, country]  
[area of expertise]  
[Email address]*

Supervisor/co-supervisor\*: *[title] [first names or initials] [last name]*

*[function] at [institution] in [location, country]  
 [area of expertise]*

*[Email address]*

*Only in case of a Joint/Double Doctorate Degree or if a fourth supervisor is considered necessary*

Supervisor/co-supervisor: *[title] [first names or initials] [last name]*

*[function] at [institution] in [location, country]  
 [area of expertise]*

*[Email address]*

The supervisor(s) and co-supervisor(s) all have agreed on the supervision of *[Name candidate].*

Intended supervisor, co-supervisors and doctoral candidate are not partners, nor do they have any family ties to the first or second degree[[6]](#footnote-6).

Attached to this letter you will find a **declaration of academic integrity**, signed by the candidate[[7]](#footnote-7).

With kind regards

Name intended principal supervisor:

Signature:

Date:

Name doctoral candidate:

Signature:

Date:

Upon approval for admission to the doctoral trajectory:

Date:

Dean of Faculty:

Signature for approval:

1. Article 4 Section 1 of the Doctoral Regulations. [↑](#footnote-ref-1)
2. Article 3 section 1. [↑](#footnote-ref-2)
3. Article 3 section 3, and article 4 section 2c. [↑](#footnote-ref-3)
4. Article 7.10a, section 1 or 2. [↑](#footnote-ref-4)
5. Strikethrough what is not applicable. Note that the Supervisory Team should consist of at least two persons. The total number of supervisors and co-supervisors is three, this includes the first supervisor, see Article 6 section 1 of the doctoral regulations. In case a fourth (co)supervisor is considered necessary, this may be requested through sending a motivation letter to the Dean for approval. In case of a Joint or Double Doctorate, a fourth (co)supervisor may be added.  
   NB: please note when formulating the title of the (co)supervisor, that the title entered in this model letter should later correspond to the title that will be used on the title page in the thesis. [↑](#footnote-ref-5)
6. Article 6 section 2. In case family ties do exist, a motivated request to be exempted from the mentioned article should be added in writing, see Article 6, section 3. [↑](#footnote-ref-6)
7. Article 4 section 2e. [↑](#footnote-ref-7)