**Model letter 2**

To: Board of Deans

From: Doctoral candidate

Request for admission to the doctoral degree ceremony at the Maastricht University

Name applicant:

First names:

Gender:

Email address:

Home address:

Postal code + city:

Telephone:

Work address:

Postal code + city:

Telephone:

E-mail address:

Diplomas obtained[[1]](#footnote-1):

Name institute:

Date of diploma:

Study/Course/Degree programme (Open University):

Title:

If not in possession of a diploma as referred to under in Article 2, Paragraph 1, under a. of the Regulation Governing the Attainment of Doctoral Degrees, exemption granted by the Board of Deans, dated:

Topic of the dissertation:

Field of science:

of the faculty of ………………………..

Title of the dissertation:

Requests the appointment of supervisor[[2]](#footnote-2):

Primary supervisor:

Professor:

Senior lecturer of the Faculty of ………………… and, in the event of not being of the Maastricht University, also the university:

Department/special appointment:

Work address:

Postal code + city:

Email address:

**Secondary supervisor:**

Professor:

Senior lecturer of the Faculty and, in the event of not being of the Maastricht University,

also the university:

Department/special appointment:

Work address:

Postal code + city:

Email address:

**Request for the appointment of a co-supervisor**

Dr.

Department:

Special appointment:

Work address:

Email address:

Postal code + city :

Telephone, private:

Telephone, work:

Signature of the applicant:

Date:

Signature of the primary supervisor:

Date:

Signature of the secondary supervisor:

Date:

Signature of the co-supervisor:

Date:

You are asked to submit this application in person to the secretariat of the Board of Deans.

Please also bring the following original diplomas or certificates:

* a diploma from a Master degree programme in higher education, to which the degree of Master has been attached pursuant to Article 7.10a, Paragraph 1, 2 or 3 of the Higher Education and Scientific Research Act;
* a ‘Doctoraal’ diploma from a Dutch university;
* a diploma from a four-year study of higher professional education (full-time or equivalent evening or part-time study) obtained before or on 31 August 2002;
* an equivalent diploma to the above, obtained at the Open University.

You are asked to submit this application in person to PhD-office (BAZ),

Minderbroedersberg 4-6, 6211 LK Maastricht

1. A copy of the diploma or the exemption must be included with the application. [↑](#footnote-ref-1)
2. The total number of supervisors and any co-supervisors shall be no more than three for any doctorate. The primary supervisor shall have final responsibility for assisting the doctoral candidate in the creation of the thesis. [↑](#footnote-ref-2)