**Model letter 3 – Assessment Committee**

To: Dean of Faculty ….

From: Principal Supervisor

Cc: (co-)supervisors, PhD Office, Chair of the assessment committee

Date: ……..

Reference: ……….

Subject: Assessment Committee doctoral thesis *[name candidate]*

Attachment: In case of a Joint/Double Doctorate, the signed cooperation agreement

Dear Dean,

Recently the supervisory team assessed the doctoral thesis [Title] of [Name Doctoral Candidate]. The thesis consists of a scientific treatise/a number of separate scientific treatises.[[1]](#footnote-1) We concluded that the thesis meets the criteria as stated in the Doctoral Regulations[[2]](#footnote-2). Therefore, we now ask you to appoint a chair of an assessment committee[[3]](#footnote-3) as well as the members of the assessment committee[[4]](#footnote-4), in accordance with the Doctoral Regulations[[5]](#footnote-5), in order to ask the committee whether the thesis can be admitted to the doctoral defence.

We propose to appoint as chair and member of the Assessment Committee:

Name:

Personal Title:

Phone:

Email address:   
Title of the Chair/Position:

The (co)supervisors confirm that the person mentioned above is prepared to act as chair of the assessment committee.

The (co)supervisors and the proposed chair of the assessment committee furthermore propose to appoint as members of the Assessment Committee:

Name:

Personal Title:

Title of the Chair/Position:

Affiliation:

Phone:

Email address:

Name:

Personal Title:

Title of the Chair/Position:

Affiliation:

Phone:

Email address:

Name:

Personal Title:

Title of the Chair/Position:

Affiliation:

Phone:

Email address:   
Chair/function:

Name:

Personal Title:

Title of the Chair/Position:

Affiliation:

Phone:

Email address:   
Chair/function:

*If double/ joint doctorate:*

Name:

Personal Title:

Title of the Chair/Position:

Affiliation:

Phone:

Email address:   
Chair/function:

The (co)supervisors and the proposed chair of the assessment committee confirm that the persons mentioned above are prepared to act as members of the assessment committee.   
  
I agree

The (co)supervisors also confirm that the PhD candidate is informed and that the composition of the assessment committee as proposed meets the criteria and restrictions as mentioned in the Doctoral Regulations[[6]](#footnote-6), including that a co-author of one or more scientific treatises forming part of the thesis cannot be a member of the Assessment Committee.  
  
I agree

Signature(s) of other (co)supervisor(s):

1.:

Date: . . . . .. . . . .. . . . . . . .

2.:

Date: . . . . .. . . . .. . . . . . . .  
  
*If applicable 3:*

*Date:*

*If applicable 4*

*Date:*

Date: …………………………..

Name principal supervisor:

Signature:

Upon Approval:

Date: …………………………..

Dean of Faculty:

Signature for approval:

1. Strikethrough what is not applicable. [↑](#footnote-ref-1)
2. Article 11 and Article 15 section 2. [↑](#footnote-ref-2)
3. Article 16 section 1. [↑](#footnote-ref-3)
4. Article 16 section 2. [↑](#footnote-ref-4)
5. Article 16 section 3, 4 and 5. [↑](#footnote-ref-5)
6. Article 9 section 4, and Article 16 sections 3-5, and sections 7-9. [↑](#footnote-ref-6)