**Model letter 3**

To: Dean of the Faculty of ……………… (Office of the Dean)

From: The Supervisor(s)

C.c.: Board of Deans

Acceptance of manuscript and proposal for the composition of the Assessment

Committee

The undersigned:

1.:

2.:

Appointed as supervisor(s) of: (Candidate)

Home address:

Postal code + city

Email address:

Telephone, private:

Telephone, Work:

He/she/they also declare(s) that the Doctoral candidate has made a vital contribution to the following articles that constitute part of the manuscript: (Note: complete only for those articles in the manuscript which the Doctoral candidate has written himself/herself.)

The undersigned supervisor(s) as mentioned above propose(s) that the following be appointed as a member of the Assessment Committee[[1]](#footnote-1)

Prof./Dr.:

Special appointment:

Address:

Postal code + city:

E-mail address:

Prof./Dr.:

Special appointment:

Address:

Postal code + city:

E-mail address:

Prof./Dr.:

Special appointment:

Address:

Postal code + city:

E-mail address:

Prof./Dr.:

Special appointment:

Address:

Postal code + city:

E-mail address:

and also propose as chairman and member of the Assessment Committee:

Professor:

Signature(s) of the supervisor(s):

1.:

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

2.:

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

1. The Committee consists of at least four and no more than five members. [↑](#footnote-ref-1)