



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

To: Dean of the Faculty:  
From: Intended principal supervisor:  
Date:  
Reference: *Doctoral Candidate:*  
Subject: Request for admission to the doctoral trajectory<sup>1</sup>  
Appendix: If necessary, motivation for a fourth (c)supervisor

Reply after approval: Doctoral Candidate, Director Graduate School, (Co)supervisors, UM PhD Office.

Dear

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

First names:

Last names:

Gender:

Date of birth:

Nationality:

Home address:

Postal code + city (+ country):

Telephone:

E-mail address:

Faculty:

Graduate School / Research Institute:

Work address:

Postal code + city:

Telephone:

With reference to the Doctoral Regulations<sup>2</sup>, admission is requested **based on the following degree obtained by the intended candidate, proof of which is added to this letter.**

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1 Article 4 Section 1 of the Doctoral Regulations.

2 Article 3 section 1.

Degree obtained:

Name institute:

City/Country:

Date of diploma:

*Or*

With reference to the Doctoral Regulations<sup>3</sup>, 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<sup>4</sup> 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\*<sup>5</sup>:

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

[function] [institution] [location, country]:

[area of expertise]:

[Email address]:

Supervisor

co-supervisor\*:

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

[function] [institution] [location, country]:

[area of expertise]:

[Email address]:

<sup>3</sup> Article 3 section 3, and article 4 section 2c.

<sup>4</sup> Article 7.10a, section 1 or 2.

<sup>5</sup> 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.

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] [institution] [location, country]:

[area of expertise] :

[Email address]:

The supervisor(s) and co-supervisor(s) all have agreed on the supervision of

Intended supervisor, co-supervisors and doctoral candidate are not partners, nor do they have any family ties to the first or second degree<sup>6</sup>.

Attached to this letter you will find a **declaration of academic integrity**, signed by the candidate<sup>7</sup>.

With kind regards

Name intended principal supervisor:

Signature:

Date:

Name doctoral candidate:

Signature:

Date:

Upon approval:

Dean of Faculty:

Signature for approval:

Date:

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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.

7 Article 4 section 2e.