**Model letter 2b – Request to expand the Supervisory Team**

To: Dean of the Faculty …

From: Principal supervisor or (co-)supervisor and doctoral candidate …..

CC: Graduate School, PhD office

Date: ……..

Reference: ……….

Subject: Request to assign more than 3 (co)supervisors to the supervisory team of *[name doctoral candidate]*

Dear *[Dean of the Faculty],*

With reference to the Doctoral Regulations[[1]](#footnote-1), I herewith request your permission to expand the supervisory team of doctoral candidate *[Name doctoral candidate]* as of *[change date]* with:

**Supervisor/cosupervisor**[[2]](#footnote-2):  *[title] [first names or initials] [last name]*

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

**Please note**: in case of a regular (single) degree trajectory a motivated request can be submitted to assign a maximum of 4 (co)supervisors; in case of a joint and double doctoral degree trajectory a request can be submitted to assign a maximum of 5 (co)supervisors.

This request concerns a **regular (single) degree/ joint or double degree** trajectory[[3]](#footnote-3)

Describe the role and motivation of all supervisors in the supervisory team (including the new (co)supervisor):

|  |  |  |
| --- | --- | --- |
|  | **Role[[4]](#footnote-4):** | **Motivation** |
| **Main supervisor:**  *[title] [first names or initials] [last name]*  *[function] at [institution] in [location, country]*  *[area of expertise]*  *[Email addres]* | Supervisor/ ~~cosupervisor~~ |  |
| *[title] [first names or initials] [last name]*  *[function] at [institution] in [location, country]*  *[area of expertise]*  *[Email addres]* | Supervisor/ cosupervisor |  |
| *[title] [first names or initials] [last name]*  *[function] at [institution] in [location, country]*  *[area of expertise]*  *[Email addres]* | Supervisor/ cosupervisor |  |
| **Newly added supervisor**  *[title] [first names or initials] [last name]*  *[function] at [institution] in [location, country]*  *[area of expertise]*  *[Email addres]* | Supervisor/ cosupervisor |  |
| **Only in case of a Joint/Double Degree:**  *[title] [first names or initials] [last name]*  *[function] at [institution] in [location, country]*  *[area of expertise]*  *[Email addres]* | Supervisor/ cosupervisor |  |

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

Intended supervisor(s), co-supervisor(s) and doctoral candidate are not partners, nor do they have any family ties to the first or second degree[[5]](#footnote-5). If family ties do exist, a motivated request is added.

With kind regards

Principal supervisor or (co)supervisor:

Signature:

Date:

Upon consent signature doctoral candidate:

Date:

Upon approval:

Dean of Faculty:

Signature for approval:

Date:

1. Doctoral Regulations, article 6.1. [↑](#footnote-ref-1)
2. Strikethrough what is not applicable. [↑](#footnote-ref-2)
3. Strikethrough what is not applicable [↑](#footnote-ref-3)
4. Strikethrough what is not applicable. [↑](#footnote-ref-4)
5. 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-5)