**Model letter 8 – Composition Defence Committee**

To: Board of Deans, p.a. PhD office

From: Principal Supervisor
Cc: Dean of the Faculty

Date: …

Reference: *Doctoral candidate:*

Subject: Composition of Defence Committee

Dear Board of Deans,

In accordance with the Doctoral Regulations for obtaining the doctoral degree[[1]](#footnote-1), the degree ceremony of *[name doctoral candidate]* on the basis of the thesis *[title thesis]* shall take place on *[date]*, in front of a Defence Committee appointed by the Board of Deans.

Pursuant of the Doctoral Regulations[[2]](#footnote-2), I propose to compose the Defence Committee as suggested in the form on the next page. I kindly ask you approve my proposal by signing this letter, and return it to the PhD Office.

The Defence Committee composed as proposed here complies with the Doctoral Regulations for the composition of the committee[[3]](#footnote-3). While the Defence Committee may formally consist of four members, it is strictly advised to propose a minimum of five and a maximum of seven members to ensure continuation of the defence in case of unforeseen events.

Yours sincerely,

Signature and name principal supervisor:

Date:

Upon approval:

Signature Rector as chair of the Board of Deans:

Date:

**ONSITE / ONLINE DEFENCE:**

**DATE:**

**Title Thesis:**

|  |  |
| --- | --- |
| **PhD Candidate:****NAME** | **Email address:** **Mobile:** |
| **Pro-rector (Chair):****filled out by phd-office** | **Prof. dr.** **Email address:** **Mobile:** |
| **Supervisor:****TITLE/NAME** | **Chair/Expertise:****Institute****Email address:****Mobile:****Presence: on-site/online** |
| **(co-)Supervisor:****TITLE/NAME** | **Chair/Expertise:****Institute****Email address:****Mobile:****Presence: on-site/online** |
| **(Co-)Supervisor:****TITLE/NAME** | **Chair/Expertise:****Institute****Email address:****Mobile:****Presence: on-site/online** |
| **(Co-)Supervisor:****TITLE/NAME** | **Chair/Expertise:****Institute****Email address:****Mobile:****Presence: on-site/online** |

**Order of opposition of the Degree Committee**

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| --- | --- |
| Chair of the Assessment Committee**TITLE/NAME** | **Chair/Expertise:** **Institute:** **Email address:****Mobile:****Presence: on-site/online** |
| Member of the Assessment Committee/ Additional Opponent (no Member of the Assessment Committee)**TITLE/NAME** | **Chair/Expertise:** **Institute:** **Email address:****Mobile:****Presence: on-site/online** |
| Member of the Assessment Committee/ Additional Opponent (no Member of the Assessment Committee)**TITLE/NAME** | **Chair/Expertise:** **Institute:****Email address:** **Mobile:****Presence: on-site/online** |
| Member of the Assessment Committee/ Additional Opponent (no Member of the Assessment Committee)**TITLE/NAME** | **Chair/Expertise:** **Institute:** **Email address:** **Mobile:****Presence: on-site/online** |
| Member of the Assessment Committee/ Additional Opponent (no Member of the Assessment Committee)**TITLE/NAME** | **Chair/Expertise:** **Institute****Email address:** **Mobile:****Presence: on-site/online** |
| Member of the Assessment Committee/ Additional Opponent (no Member of the Assessment Committee)**TITLE/NAME** | **Chair/Expertise:** **Institute****Email address:** **Mobile:****Presence: on-site/online** |
| Member of the Assessment Committee/ Additional Opponent (no Member of the Assessment Committee)**TITLE/NAME** | **Chair/Expertise:** **Institute****Email address:** **Mobile:****Presence: on-site/online** |

1. Article 21. [↑](#footnote-ref-1)
2. Article 21 section 2. [↑](#footnote-ref-2)
3. Article 21. [↑](#footnote-ref-3)