

Frequently Asked Questions (FAQs):

Request to change or expand the supervision team

PLEASE NOTE:

- **Use model letter 2 or 2B¹**, to be found at: <https://www.maastrichtuniversity.nl/support-phd-candidates> or via UMPLOYEE: <https://umemployee.maastrichtuniversity.nl/groep-menu/um-policy-hub/research---policy-documents> (scroll to 'P')
- Fill in the letters/forms completely, as indicated in the format. An incomplete form will be sent back, which will take more time.
- The request to change or expand the supervision team is done by the (co)supervisor(s) and PhD candidate together.
- Do a 'quick check' of your changed or expanded supervision team:
 - Have new (co)supervisors agreed to join the team?
 - Is the first supervisor a professor, or associate professor (UHD at UM), with 'Ius Promovendi'?
 - Are supervisors (professors and 'UHDS' with ius promovendi) and cosupervisors (any expert who obtained a PhD and is not a professor except for a professor of practice and emeritus professor) designated correctly?
 - Are there any family ties between the PhD candidate and the added supervisor(s) or among the supervisors?
- Send your request to change or expand the supervision team (model letter 2 or 2B) to fhmldoctoraldegrees@maastrichtuniversity.nl
- Don't forget to also adapt the supervision team within PhD-Track if relevant. This can be done by the PhD-Track administrator of your research institute.



PLEASE NOTE

FAQ:

1. What is the timeframe for approval by the dean?

Unfortunately, we cannot provide a fixed estimate at this time. The implementation requires an additional effort from many individuals to accomplish this in the short term. We are in a 'double transition phase' where we are getting used to the new PhD regulations and corresponding model letters/work flows, and on top of that we are working on the introduction of PhD Track as a digital tool to support the admission procedure. This will save us a lot of time in the long run, but for now it takes some time to get it organized in an efficient way. At this moment the to change or expand the supervision team is not yet processed via PhD Track, which extends the process. We are however doing our best to process your request as quickly as possible.

2. Do we have to send in model letter 2 when the committee remains the same, but we want to change the designation of an associate professor (UHD) from 'cosupervisor' to 'supervisor'?

¹ Currently (22-03-2024), model letter 2B cannot be found on the internet page yet. The only way to access this letter is by checking UMPLOYEE : <https://umemployee.maastrichtuniversity.nl/groep-menu/um-policy-hub/research---policy-documents> or by sending us a message at fhmldoctoraldegrees@maastrichtuniversity.nl

No, it is not necessary to submit model letter 2 to change the designation of a UHD from cosupervisor to supervisor. The PhD Track administrator within your research institute can do this for you.

The PhD Track administrators:

Research Institute	Contact person
CAPHRI	Chantal Claessens
CARIM	Esther Willigers
GROW	Brigitte Custers
MERLN	Noor ten Hoeve
MHeNS	Ankie Hochstenbach, Maarten van Hertrooy
M4I	Noor ten Hoeve
NUTRIM	Patrick van Gorp
SHE	Nicky Verleng, Lisa Dubois

3. Where can I find model letter 2?

Model letter 2 can be found on the website: <https://www.maastrichtuniversity.nl/support-phd-candidates> (scroll down) or on UMPLOYEE: <https://umemployee.maastrichtuniversity.nl/groep-menu/um-policy-hub/research---policy-documents> (scroll to 'P')

4. Where can I find model letter 2B?

Model letter 2B can only be found on UMPLOYEE: <https://umemployee.maastrichtuniversity.nl/groep-menu/um-policy-hub/research---policy-documents> (scroll to 'P'). If it proves difficult to access UMPLOYEE, you can contact fhmldoctoraldegrees@maastrichtuniversity.nl

5. Does the PhD candidate have to consent to submitting model letters 2 of 2b?

Yes, the PhD candidate has to co-sign both letters.

6. If the roles of the members of the supervision team are clear, but not yet designated as such in PhD track, do we need to submit letter 2?

No, in this case the PhD administrators from the research institutes (see answer 2) can designate the roles in PhD Track.

PLEASE NOTE

: As the first supervisor is responsible for the procedural aspects of the doctoral degree trajectory, please make sure that in PhD Track, the first supervisor has the role of "Principal Supervisor", otherwise it is not possible to send any request to the FHML PhD Office

7. Is it possible to send a request to expand the supervision team to 5 persons and thus add 2 extra members to the team?

No, that is not possible in case of a regular PhD trajectory. A supervision team consisting of 4 persons is an absolute maximum. Only in case of a joint or double degree it is possible to send in letter 2b to request to expand the team to 5 persons.

8. Are family ties allowed among the members of the supervision team?

If two supervisors and/or co-supervisors are partners, or are related by family in the first or second degree, the Dean will appoint a third, non-related supervisor or so-supervisor in the supervision team