**Model letter 2 – Request for Change in Composition 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 for a change in the composition of 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 change the composition of the supervisory team of doctoral candidate *[Name doctoral candidate]* per *[date of change]*, in the following way

Remove from the supervisory team

Supervisor/co-supervisor: *[title] [first names or initials] [last name]*

*And/or*

Add to the supervisory team[[2]](#footnote-2)

Supervisor/co-supervisor: *[title] [first names or initials] [last name]*

*[chair/function] at [institution] in [location, country]  
 [email address}*

*[If applicable]*

The new (co-)supervisor has agreed on the supervision of *[Name candidate].*

The proposed changes obey the rules concerning the composition of the supervisory team[[3]](#footnote-3).

*Only in case the principal supervisor is removed:*

As of *[date of change]* *[title] [last name]* will act as principal supervisor.

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 9. [↑](#footnote-ref-1)
2. In case a fourth supervisor is considered necessary to be added, this may be requested through sending a motivation letter to the Dean for approval. [↑](#footnote-ref-2)
3. Doctoral Regulations, article 6 section 1 and 2. [↑](#footnote-ref-3)