**Model letter 1**

To: Board of Deans

From: Doctoral candidate

Request for exemption as meant in Article 2, Section 2 of the Doctoral Degree Regulation

Name applicant:

First names:

Home address:

Postal code + city

Telephone:

E-mail address:

Work address:

Postal code + city:

Telephone:

requests to be exempted from the requirement of having a master’s degree as meant in Article 7.10a, Paragraph 1, 2 or 3 of the Act, with regard to admission to the doctoral degree ceremony, as meant in Art. 7.18, Paragraph 3, of the Higher Education and Scientific Research Act, on the basis of the data below.

Diplomas obtained from institute(s)/course(s) of higher education

Name institute:

Study:

Date of diploma:

Name institute:

Study:

Date of diploma:

Other studies completed, diploma(s) or certificate(s) obtained

Name institute:

Study:

Date of diploma\*:

Name institute:

Study:

Date of diploma[[1]](#footnote-1):

Description of work experience insofar as relevant in view of the doctoral degree:

Description of the subject matter or field dealt with in the proposed dissertation:

Signature applicant:

Date:

The undersigned

Senior lecturer at the Faculty of ………………. hereby declares that the knowledge and experience of the applicant described above constitute a sufficient basis for the preparation of a dissertation by the applicant.

Signature:

Date:

**Model letter 2**

To: Board of Deans

From: Doctoral candidate

**Request for the appointment of a supervisor**

Name applicant:

First names:

Home address:

Postal code + city:

Telephone:

Work address:

Postal code + city:

Telephone:

E-mail address:

Diplomas obtained[[2]](#footnote-2):

Name institute:

Date of diploma:

Study/Course/Degree programme (Open University):

Title:

If not in possession of a diploma as referred to under in Article 2, Paragraph 1, under a., of the Regulation Governing the Attainment of Doctoral Degrees, exemption\* granted by the Board of Deans, dated:

Subject of the dissertation:

Requests the appointment of supervisor[[3]](#footnote-3):

Primary supervisor:

Professor:

Senior lecturer of the Faculty of ………………… and, in the event of not being of the Maastricht University, also the university:

Department/special appointment:

Work address:

Postal code + city:

**Secondary supervisor:**

Professor:

Senior lecturer of the Faculty and, in the event of not being of the Maastricht University,

also the university:

Department/special appointment:

Work address:

Postal code + city:

Signature of the applicant:

Date:

Signature of the primary supervisor:

Date:

Signature of the secondary supervisor:

Date:

**Model letter 3**

To: Board of Deans

From: The Supervisor

Request for the appointment of a co-supervisor

Professor:

Department:

Work address:

Postal code + city :

Telephone, private:

Telephone, work:

(Appointed as) supervisor of:

Subject of the dissertation:

Requests the appointment as co-supervisor[[4]](#footnote-4) of:

Name:

Department/position/status:

Work address:

Postal code + city:

Telephone, private:

Telephone, work:

Obtained the degree of Doctor on (date):

Signature supervisor:

Date:

Signature co-supervisor:

Date:

This request may be submitted to the Board of Deans at any stage of the supervision process, by intervention of the dean, but preferably at the same time as the request for the appointment of the supervisor(s).

**Model letter 4**

To: Board of Deans

From: Doctoral candidate

Request for admission to the doctoral degree ceremony at the Maastricht University

Name applicant:

First names:

Private address:

Postal code + city:

Telephone:

E-mail address:

Work address:

Postal code + city:

Telephone:

Diplomas obtained[[5]](#footnote-5):

Name institute:

Date of diploma:

Study/Course/Degree programme (Open University):

Title:

If not in possession of a diploma as referred to under in Article 2, Paragraph 1, under a. of the Regulation Governing the Attainment of Doctoral Degrees, exemption granted by the Board of Deans, dated:

Topic of the dissertation:

Field of science:

of the faculty of ………………………..

Title of the dissertation:

Supervisor(s):

Primary supervisor:

Professor:

Senior lecturer of the Faculty of …………………… and, in the event of not being of the Maastricht University, also the university:

Department/special appointment:

Work address:

Postal code + city:

E-mail address:

Secondary supervisor:

Professor:

Senior lecturer of the Faculty of ………………………….. and, in the event of not being of the Maastricht University, also the university:

Department/special appointment:

Work address:

Postal code + city:

E-mail address:

Requests to be admitted to the doctoral degree ceremony;

Declares that the thesis is the result of scientific research carried out by himself/herself independently, or to which he/she has made an essential contribution;

Declares that the research has not been used before to obtain the degree of Doctor or an equivalent of such, including a Ph.D. degree.

Signature applicant:

Date:

Signature of approval by the supervisor(s)

Primary supervisor:

Date:

Secondary supervisor:

Date:

You are asked to submit this application in person to the secretariat of the Board of Deans.

Please also bring the following original diplomas or certificates:

* a diploma from a Master degree programme in higher education, to which the degree of Master has been attached pursuant to Article 7.10a, Paragraph 1, 2 or 3 of the Higher Education and Scientific Research Act;
* a ‘Doctoraal’ diploma from a Dutch university;
* a diploma from a four-year study of higher professional education (full-time or equivalent evening or part-time study) obtained before or on 31 August 2002;
* an equivalent diploma to the above, obtained at the Open University.

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**Model letter 5**

To: Dean of the Faculty of ………………

From: The Supervisor(s) and intended Chairman of the Assessment Committee

C.c.: Board of Deans

Acceptance of manuscript and proposal for the composition of the Assessment

Committee

The undersigned:

1.:

2.:

Appointed as supervisor(s) of:

Home address:

Postal code + city

Telephone, private:

Telephone, Work:

He/she/they also declare(s) that the Doctoral candidate has made a vital contribution to the following articles that constitute part of the manuscript: (Note: complete only for those articles in the manuscript which the Doctoral candidate has written himself/herself.)

The undersigned supervisor(s) as mentioned above propose(s) that the following be appointed as a member of the Assessment Committee[[6]](#footnote-6)

Prof./Dr.:

Special appointment:

Address:

Postal code + city:

E-mail address:

Prof./Dr.:

Special appointment:

Address:

Postal code + city:

E-mail address:

Prof./Dr.:

Special appointment:

Address:

Postal code + city:

E-mail address:

Prof./Dr.:

Special appointment:

Address:

Postal code + city:

E-mail address:

and also propose as chairman and member of the Assessment Committee:

Professor:

Signature(s) of the supervisor(s):

1.:

Date: . . . . .. . . . .. . . . . . . .

2.:

Date: . . . . .. . . . .. . . . . . . .

3.:

Date: . . . . .. . . . .. . . . . . . .

**Model letter 6**

To: Board of Deans

From: Prof. …… , Dean of the Faculty of

C.c.: Supervisor(s) and envisaged Chairman of the Assessment Committee

Date:

Having consulted the supervisor(s), Prof. ……………………….. and the envisaged Chairman of the Assessment Committee, Prof. . . . . . . . . . I would like to propose the following as members of the Assessment Committee for the dissertation of ……………

1[[7]](#footnote-7)

211

311

411

I would like to propose that the following be appointed as Chairman of the Assessment

Committee:

Kind regards,

Prof

Dean of the Faculty of . . . . .

\*

**Model letter 7**

To: Board of Deans

From: Supervisor(s)

C.c.: Doctoral candidate, Dean of the Faculty

Statement of the Assessment Committee concerning the defence of the dissertation\*

The Assessment Committee, appointed by a decision of the Board of Deans of (date):

to assess the thesis entitled:

by

hereby declares that the author should/should not be admitted to the defence of this manuscript as a dissertation.

On behalf of the Committee:

Signature of the supervisor:

Date:

Signature of the chairman:

Date:

\* Please enclose the written assessment by all members with the present statement.

**Model text 8a**

**Title page of dissertation**

TITLE OF THE DISSERTATION

Subtitle of the dissertation

DISSERTATION

to obtain the degree of Doctor at the Maastricht University,

on the authority of the Rector Magnificus,

Prof

in accordance with the decision of the Board of Deans,

to be defended in public

on. . . . . . . day. . . . . . (date+month) 20. . . . (year), at. . . . . . hours

by

(all first names) (last name)

**Model text 8b**

**Reverse of title page**

Supervisor(s):

 ~~Prof.dr. H.A.J. Struijker Boudier~~

 ~~Prof.dr R.S. Reneman~~

Co-supervisor:

 ~~Dr. L.M.A.B. Van Bortel~~

Assessment Committee[[8]](#footnote-8):

 ~~Prof.dr. P.W. de Leeuw (voorzitter)~~

 ~~Dr. J. Britton, University of Nottingham, United Kingdom~~~~[[9]](#footnote-9)~~

 ~~Prof.dr. J. de Haan~~

 ~~Prof.dr. J. Kleinjans~~

 ~~Dr. B. Rijcken, Rijksuniversiteit Groningen~~

The reverse of the title page may also contain a list of institutions and/or organisations that contributed financially to the creation of the thesis.

**Model letter 9**

From: Supervisor(s)

To: Board of Deans

C.c. Doctoral candidate

Date:

Pursuant to Article 23 of the Regulation Governing the Attainment of Doctoral

Degrees, . . . . . . . has submitted to me the

propositions[[10]](#footnote-10) belonging to the dissertation entitled . . . . . . .

Having consulted the Doctoral candidate, I would like to inform you that I regard the present propositions defensible.

The supervisor,

Prof.

**Model letter 10**

To: Doctoral candidate

From: Board of Deans

C.c.: Supervisor(s) and dean of the faculty

In accordance with the Regulation Governing the Attainment of Doctoral Degrees,

the Board of Deans has received the following documents relating to the dissertation(title) . . . . . . . . and the corresponding propositions:

a) the positive assessment by the Assessment Committee regarding the manuscript.

b) the positive assessment by the supervisor regarding the defensibility of the

propositions:

Subsequently, the Rector has accepted the draft title page submitted by the doctoral candidate to the secretariat of the Board of Deans, determining that the location, date and time of the degree ceremony shall be:

the Auditorium, (day), (date and time).

The doctoral candidate may proceed and make multiple copies of the dissertation.

On behalf of the Board of Deans,

Prof.

Rector

**Model letter 11**

From: Supervisor(s)

To: Board of Deans

In accordance with Article 28 in the Regulation Governing the Attainment of Doctoral Degrees, the degree ceremony of ……………….. shall take place on (date) before a Supervisory Committee appointed by the Board of Deans.

To ensure that the Committee has a sufficient number of members present during the degree ceremony, I would like to add to the existing Assessment committee, consisting of:

committee member 1:

committee member 2:

committee member 3:

committee member 4:

committee member 5:

the following names:

To complete the list of members, the names of external members of the Supervisory Committee are listed below, including their function/special appointment and full address (including postal code and e-mail address):

The supervisor,

Prof.

**Model letter 12**

From: Board of Deans

To: Doctoral candidate

The Board of Deans has decided that the printing expenses for the 10 copies of the dissertation to be submitted to the Maastricht University shall be compensated for by a payment of € 0.36 for each printed page.

Name:

Address:

Bank account no.:

Social/fiscal no.:

Date of degree ceremony:

Title of dissertation:

No. of printed pages:

Amount (no. of pages x 10 x € 0.36):

Date of submission to Board of Deans:

Signature:

(To be completed by the Board of Deans)

Date received:

Charge to Board of Deans budget, no.:

Agreed by Board of Deans:

Signature:

1. Please enclose copies of diploma(s) obtained. [↑](#footnote-ref-1)
2. A copy of the diploma or the exemption must be included with the application. [↑](#footnote-ref-2)
3. The total number of supervisors and any co-supervisors shall be no more than three for any doctorate. The primary supervisor shall have final responsibility for assisting the doctoral candidate in the creation of the thesis. [↑](#footnote-ref-3)
4. The total number of supervisors and any co-supervisors shall be no more than three for any doctorate. [↑](#footnote-ref-4)
5. A copy of the diploma or the exemption must be included with the application. [↑](#footnote-ref-5)
6. The Committee consists of at least three and no more than five members. [↑](#footnote-ref-6)
7. Name, special appointment/status, institute: for external members, please also add their full address, including postal code. [↑](#footnote-ref-7)
8. Please list the members of the Assessment Committee in alphabetical order, after the Chairman. [↑](#footnote-ref-8)
9. In the case of the supervisor, co-supervisor and committee members from elsewhere, add the name of their institute. [↑](#footnote-ref-9)
10. Article 23, Paragraph 6 of the Regulation Governing the Attainment of Doctoral Degrees states that at least 8 and no more than 11 propositions be added to the dissertation. Four propositions shall relate to the subject matter of the dissertation. Three propositions shall relate to the subject field of the doctoral candidate, but excluding the topic of the dissertation. One proposition shall relate to the valorisation options of the topic of the dissertation. Any other propositions need not be related to the topic of the dissertation or the subject field of the doctoral candidate. [↑](#footnote-ref-10)