**Model letter 1 – Request for Admission PhD Candidate and Supervision Team**

To: Dean of the Faculty …

From: Intended principal supervisor …..

Date: ……..

Reference: ……….

Subject: Request for admission to the doctoral trajectory[[1]](#footnote-1)

Reply after approval: [Doctoral Candidate], Director Graduate School, (Co)supervisors,

PhD Office…..

Dear *[Dean of the faculty],*

I herewith request **admission** to the doctoral trajectory for intended doctoral candidate

First names:

Last names:

Gender:

Date of birth:

Nationality:

Home address:

Postal code + city (+ country)

Telephone:

E-mail address:

Work address:

Postal code + city:

Telephone:

With reference to the Doctoral Regulations[[2]](#footnote-2), admission is requested **based on the following degree obtained by the intended candidate, proof of which is added to this letter**.

Degree obtained:

Name institute:
City/Country:

Date of diploma:

*Or*

With reference to the Doctoral Regulations[[3]](#footnote-3), I request the candidate to be exempted from the requirement for admission of having a master’s degree as meant in the Dutch Act on Higher Education[[4]](#footnote-4) because

*[Motivation by the intended promotor]*

*[Other supporting documents to be added to this letter]*

*[Notification in case of a joint or double degree]*

The **topic** of the research of the doctoral candidate is …………… .

The (**working**) **title** of the thesis is ………………

I propose that the candidate will be **supervised** by me as the principal supervisor

*[title] [first names or initials] [last name]*

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

acting as principal supervisor and

Supervisor/co-supervisor\*[[5]](#footnote-5): *[title] [first names or initials] [last name]*

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

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

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

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

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

*[Email address]*

*Only in case of a Joint/Double Doctorate Degree or if a fourth supervisor is considered necessary*

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

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

*[Email address]*

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

Intended supervisor, co-supervisors and doctoral candidate are not partners, nor do they have any family ties to the first or second degree[[6]](#footnote-6).

Attached to this letter you will find a **declaration of academic integrity**, signed by the candidate[[7]](#footnote-7).

With kind regards

Name intended principal supervisor:

Signature:

Date:

Name doctoral candidate:

Signature:

Date:

Upon approval for admission to the doctoral trajectory:

Date:

Dean of Faculty:

Signature for approval:

1. Article 4 Section 1 of the Doctoral Regulations. [↑](#footnote-ref-1)
2. Article 3 section 1. [↑](#footnote-ref-2)
3. Article 3 section 3, and article 4 section 2c. [↑](#footnote-ref-3)
4. Article 7.10a, section 1 or 2. [↑](#footnote-ref-4)
5. Strikethrough what is not applicable. Note that the Supervisory Team should consist of at least two persons. The total number of supervisors and co-supervisors is three, this includes the first supervisor, see Article 6 section 1 of the doctoral regulations. In case a fourth (co)supervisor is considered necessary, this may be requested through sending a motivation letter to the Dean for approval. In case of a Joint or Double Doctorate, a fourth (co)supervisor may be added. [↑](#footnote-ref-5)
6. 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-6)
7. Article 4 section 2e. [↑](#footnote-ref-7)