

Frequently Asked Questions (FAQs):

Request for Admission of PhD candidate and Supervision team

PLEASE NOTE:

- **Use model letter 1**, 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.
- Fill out the form and double-check who you have designated as (principal) supervisor; only professors, or associate professors (UHDS) with the 'Ius Promovendi' at UM can be designated.
- For existing PhD candidates: it is important that the composition of the supervisory team in the submitted request for admission matches the composition of the team in PhD Track.
- Include the following attachments with your request for admission:
 - A signed declaration of scientific integrity
 - An original copy of the master's diploma (WO or HBO) or an official certificate from DUO; for foreign diplomas, proof of diploma verification from the SSC is required (which can be requested via: phd-application-ssc@maastrichtuniversity.nl)
 - In the case of a joint/double doctorate degree, a collaboration agreement between UM and the partner university
- Do a 'quick check' of your supervision team:
 - Minimum 2 and maximum 3 persons?
 - Have all supervisors agreed to join the team?
 - 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 supervisors or among the supervisors?
- Send your request for admission (model letter 1) with attachments to fhmldoctoraldegrees@maastrichtuniversity.nl

QUICK CHECK

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 request for admission 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. Should model letter 1 (the request for admission), a copy of the master's diploma, and a declaration of scientific integrity still be submitted by email?

For now, letter 1, a copy of the master's diploma, and a declaration of scientific integrity should be submitted by email to the following e-mail address: fhmldoctoratedegrees@maastrichtuniversity.nl

**This part of the procedure will soon be digitized, and you will be informed about this.*

3. When should model letter 1, the declaration of scientific integrity, and a copy of the master's diploma be submitted?

For new PhD candidates, this should be submitted as soon as possible, at the moment when a PhD candidate is accepted and all personal data are available.

For existing PhD candidates it is important to bear in mind that the admission procedure needs to be completed before you can start the composition of the assessment committee. The advice is to start the admission procedure using model letter 1 for all PhDs in their fourth year (and later) who are getting close to finalizing their PhD trajectory.

**Model letter 1 must be approved by the dean before the composition of the assessment committee is started.*

4. Where can I find model letter 1?

Model letter 1 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')

5. Where can I find the Declaration of Scientific Integrity?

The Declaration of Scientific Integrity 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')

6. Can I submit a digital extract of my master's diploma?

No, that is not possible. We only accept a copy of the original master's diploma.

7. When should my diploma from abroad be checked by the Student Service Centre (SSC)?

Sending proof of diploma check is mandatory for all diplomas obtained abroad. This document can be requested via: phd-application-ssc@maastrichtuniversity.nl

**The diploma approval must be sent together with the request for admission.*

8. Can an Associate/Assistant Professor be appointed as a supervisor/ 'promotor'?

This is only possible in case of an 'Associate' Professor, with an official appointment as 'UHD' at Maastricht University. An UHD at FHML automatically has the Ius Promovendi. An 'assistant' professor (an 'UD') can be appointed as a co-supervisor. An Associate Professor (UHD) who has an appointment at another university (and not at UM) will also be appointed as a co-supervisor.

9. Can a Professor of Practice be appointed as a supervisor/'promotor'?

This is not possible as a professor of practice ('praktijkhoogleraar') does not have the Ius Promovendi. It is however possible for a professor of practice to send a motivated request to the dean, asking her to grant the professor of practice the Ius Promovendi for a particular PhD trajectory. In case of a positive advice, the dean makes a nomination to the Board of Deans. The Board of Deans decides on granting the ius promovendi for the PhD trajectory for which it has

been applied, and its duration. The ius promovendi is therefore explicitly limited to the PhD trajectory for which it was applied, and is not transferable to other PhD trajectories.

10. Can there be multiple supervisors in the supervision team?

The total number of (co)supervisors is three, including the first supervisor, see article 6 section 1 of the PhD regulations. If it is deemed necessary to appoint a fourth (co)supervisor in a regular PhD trajectory (not a joint/double degree trajectory), this can be requested by sending a motivation letter to the Dean for approval, using model letter 2B.

11. How many (co)supervisors can join the supervision team in case of a double/joint degree?

In case of a joint or double degree, a fourth (co)promoter can be added to the supervision team. If there is a need for a 5th member, you should send a request to the Dean, using model letter 2B.

12. Is it allowed for the PhD candidate instead of the principal/first supervisor to send the request for admission to the FHML PhD office?

The responsibility for filling in and submitting the procedure lies with the principal supervisor.

13. Should I still submit model letter 1 (the request for admission) from the new regulations for PhD candidates who are almost finished (and thus have started before 2024)?

If someone has already been admitted to the PhD programme with model letter 1 and if everything is properly registered (foreign diploma checked, declaration of scientific integrity, copy of diploma uploaded, supervisory team agreed), then letter 1 does not need to be submitted anymore.

14. 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

15. I have a number of PhD candidates that are not registered according to the new PhD regulations yet. Some of them are on the verge of finalizing their theses. Should I register these PhD candidates officially using model letter 1, or is this not necessary?

All PhD candidates need to be admitted officially and their documents need to be in order before they can start the assessment (and graduation) phase. Since the introduction of the new PhD regulations, all new PhD candidates are registered according to the new system. However, most supervisors have quite a few PhD students who have not gone through the admission procedure, using model letter 1. In that case it is important to start the admission procedure, using model letter 1, for the advanced PhD candidates as soon as possible. Thus: when you have a PhD-candidate in the 4th year (and later) and you have not yet send in the Model Letter 1 (for admission + supervisory committee), please do so, otherwise you cannot send in your request to compose an assessment committee.