

**Change the composition of the supervisory team**

This version is from October 24, 2024

A change in the composition of the supervisory team can be requested from the Graduate School, and requires a decision by the Dean, after advice from the Pool of Professors. The procedure takes approximately two weeks to process.

Please send the completed form to graduate.school.fsw@vu.nl with , with the attachments listed below.

* **Name PhD candidate:**
* **Topic:**
* **Summary research proposal:**
* **Current team:**
	+ **Promotor 1:**
	+ **Promotor 2:**
	+ **Co-promotor 1:**
	+ **Co-promotor 2:**
* **New team:**
	+ **Promotor 1:**
	+ **Promotor 2:**
	+ **Co-promotor 1:**
	+ **Co-promotor 2:**
* **Reason for change:**

Attachments

* **Adjusted supervision plan**
In the supervision plan, the PhD candidate and the supervisors describe how supervision is organized. Please read the “standards” when discussing and drafting the supervision plan.
VU-GSSS website> Information for supervisors > [Standards of supervising PhD candidates by academic staff](https://assets.vu.nl/d8b6f1f5-816c-005b-1dc1-e363dd7ce9a5/70c98163-0a1b-4be7-89c5-ccf121beb374/VU-GSSS%20Standards%20of%20supervising%20PhD%20candidates%20by%20academic%20staff%20%287%29.pdf)
* **Adjusted data on supervisors**
VU-GSSS website > Information for supervisors > [Data on supervisors at the start of a PhD project](https://assets.vu.nl/d8b6f1f5-816c-005b-1dc1-e363dd7ce9a5/e259c481-028f-4628-bff0-e37cdf81713f/VU-GSSS%20Data%20on%20supervisors%20at%20the%20start%20of%20a%20PhD%20project%20%28fill-in%20document%29-231120.docx)
* **Promotion premium splitting agreement (if relevant)**

Make sure to include an agreement on the division of the promotion revenues whenever there is an external supervisor involved, or in case the supervisors are from different (FSS) departments.