

**Change the composition of the supervisory team**

This version is from January 9, 2025

A change in the composition of the supervisory team can be requested from the Graduate School and requires an approval by the Dean.

Please send the completed form to [graduate.school.fsw@vu.nl](mailto:graduate.school.fsw@vu.nl) 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. Please ask the Graduate School for the template of the document if needed.