

Compile a request for exemption from the legal educational requirements – VU/VUmc

For whom: PhD candidates who do not hold a master's degree
Aim: Get exemption from the legal educational requirements

In the case of an application for admission to the PhD trajectory under Article 7, paragraph 2 (if the PhD candidate does not hold a master's degree) the following additional documents are to be submitted via the designated system Hora Finita:

- a. copies* of relevant diplomas (and degree certificates**)
- b. summaries of the curriculum components taken, or a diploma supplement

Act as follows:

To get admission to the PhD trajectory, first you need a positive decision by the Dean VUmc and the Rector Magnificus VU, based on these documents, including:

- A letter by the chair of your department, holding a reasoned application for your admission to the PhD trajectory
- Your Curriculum Vitae

Next steps:

Send these documents to promoties-decanalezaken@vumc.nl on behalf of the dean of VUmc. The dean will submit the request for final decision to the Rector Magnificus VU.

This decision in writing should be uploaded in Hora Finita, as well as the documents mentioned above.

Definitions or Tips:

***Copies** of relevant diploma's: A translation of these documents may be requested by the Beadle VU

****Degree certificates**

Legal documents that prove you have successfully completed your courses at an educational institution and the full transcript is an official document that lists all the module marks and grades you have achieved on your courses