

A MANUAL ON

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January 2020

Form A-1

Promotor & Copromotor Request for formal admission to the doctoral programme and for the appointment of (co)promotors

NOTE: In case the supervisory team deviates from the following formation: 1 promotor & 1 copromotor, 2 promotors, or 2 promotors & 1 copromotor, the corresponding (co)promotor will put in a special request and Form A-X with the University Graduate School by email.

Having come to a Go decision in accordance with

Always fill in the designated form fields before signing

Titles, initials, full name promotor:	Institute of Higher Education:	Faculty:
John Doe	TU Delft	IDE
Email address:	(Mobile) phone number:	Date and Signature:
J.Doe@tudelft.nl	+31640908070	13-May-2020

Titles, initials, full name copromotor:	Institute of Higher Education:	Faculty:
Email address:	(Mobile) phone number:	Date and Signature:

Mark 1 corresponding (co)promotor

request the Board for Doctorates to:

- grant the below mentioned doctoral candidate formal admission to the doctoral programme;
- appoint the above mentioned person(s) as (co)promotors in accordance with Articles 7.4., 8.2. and 8.5. of the TU Delft Doctoral Regulations.

Furthermore, we declare that our request is in accordance with Article 8.3.*.

I, the undersigned doctoral candidate, accept and agree with the supervision of the intended (co)promotors.

Full name:	TUD ID number:	Date and Signature:

We, the aforementioned, declare that we undertake to observe the stipulations of the TU Delft Doctoral Regulations.

I, the head of the doctoral candidate's department, support this request.

Full name:	Faculty & Department:	Date and Signature:

*Article 8.3: Close family members with an affinity up to and including the fourth degree or other persons who have such a relationship to the doctoral candidate that they cannot reasonably be expected to make an independent judgement on the doctoral candidate will not be eligible to act as promotor or copromotor.

Please fill in this form and email it to your Faculty Graduate School immediately after your "Go decision", as you cannot upload the form in DMA yourself.

Volgnummer:	Datum Form A ontvangen:	Paraaf aanmelding UGS:	Opmerkingen UGS:	Paraaf akkoord namens CvP:



Form A-1

Promotor & Copromotor
Request for formal admission to the doctoral programme
and for the appointment of (co)promoters

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Having come to a Go decision in accordance with Article 7.4. of the TU Delft Doctoral Regulations, we, the undersigned intended (co)promotor(s),

Titles, initials, full name promotor:	Institute of Higher Education:	Faculty:
John Doe	TU Delft	IDE
Email address:	(Mobile) phone number:	Date and Signature:
J.Doe@tudelft.nl	+31640908070	13-May-2020 Signature

1. Click to create signature

Digital ID Configuration Required

This signature field requires a digital signature identity.

Would you like to configure one now?

2. Click to Configure Digital ID

Full name:	TUD ID number:	Date and Signature:
		Signature

We, the aforementioned, declare that we undertake to observe the stipulations of the TU Delft Doctoral Regulations.

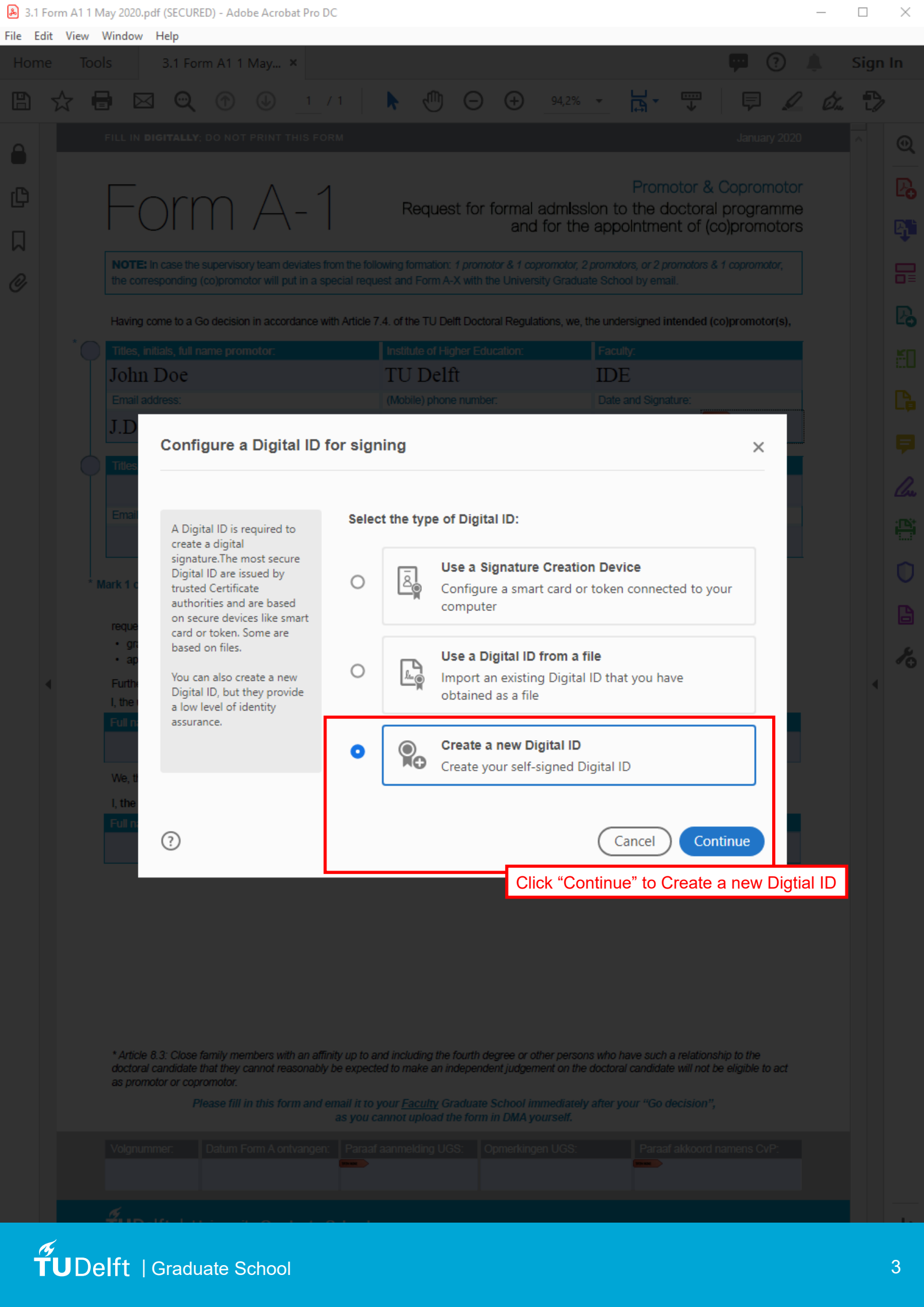
I, the head of the doctoral candidate's department, support this request.

Full name:	Faculty & Department:	Date and Signature:
		Signature

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		Signature		Signature



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Having come to a Go decision in accordance with Article 7.4. of the TU Delft Doctoral Regulations, we, the undersigned intended (co)promotor(s),

Titles, initials, full name promotor:	Institute of Higher Education:	Faculty:
John Doe	TU Delft	IDE
Email address:	(Mobile) phone number:	Date and Signature:
J.D.		

Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

- Use a Signature Creation Device**
Configure a smart card or token connected to your computer
- Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID**
Create your self-signed Digital ID

?
Cancel
Continue

Click "Continue" to Create a new Digital ID

* Article 8.3: Close family members with an affinity up to and including the fourth degree or other persons who have such a relationship to the doctoral candidate that they cannot reasonably be expected to make an independent judgement on the doctoral candidate will not be eligible to act as promotor or copromotor.

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January 2020

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Request for formal admission to the doctoral programme
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NOTE: In case the supervisory team deviates from the following formation: 1 promotor & 1 copromotor, 2 promotors, or 2 promotors & 1 copromotor, the corresponding (co)promotor will put in a special request and Form A-X with the University Graduate School by email.

Having come to a Go decision in accordance with Article 7.4. of the TU Delft Doctoral Regulations, we, the undersigned intended (co)promotor(s),

Titles, initials, full name promotor:	Institute of Higher Education:	Faculty:
John Doe	TU Delft	IDE
Email address:	(Mobile) phone number:	Date and Signature:

Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

- Save to File**
Save the Digital ID to a file in your computer
- Save to Windows Certificate Store**
Save the Digital ID to Windows Certificate Store to be shared with other applications

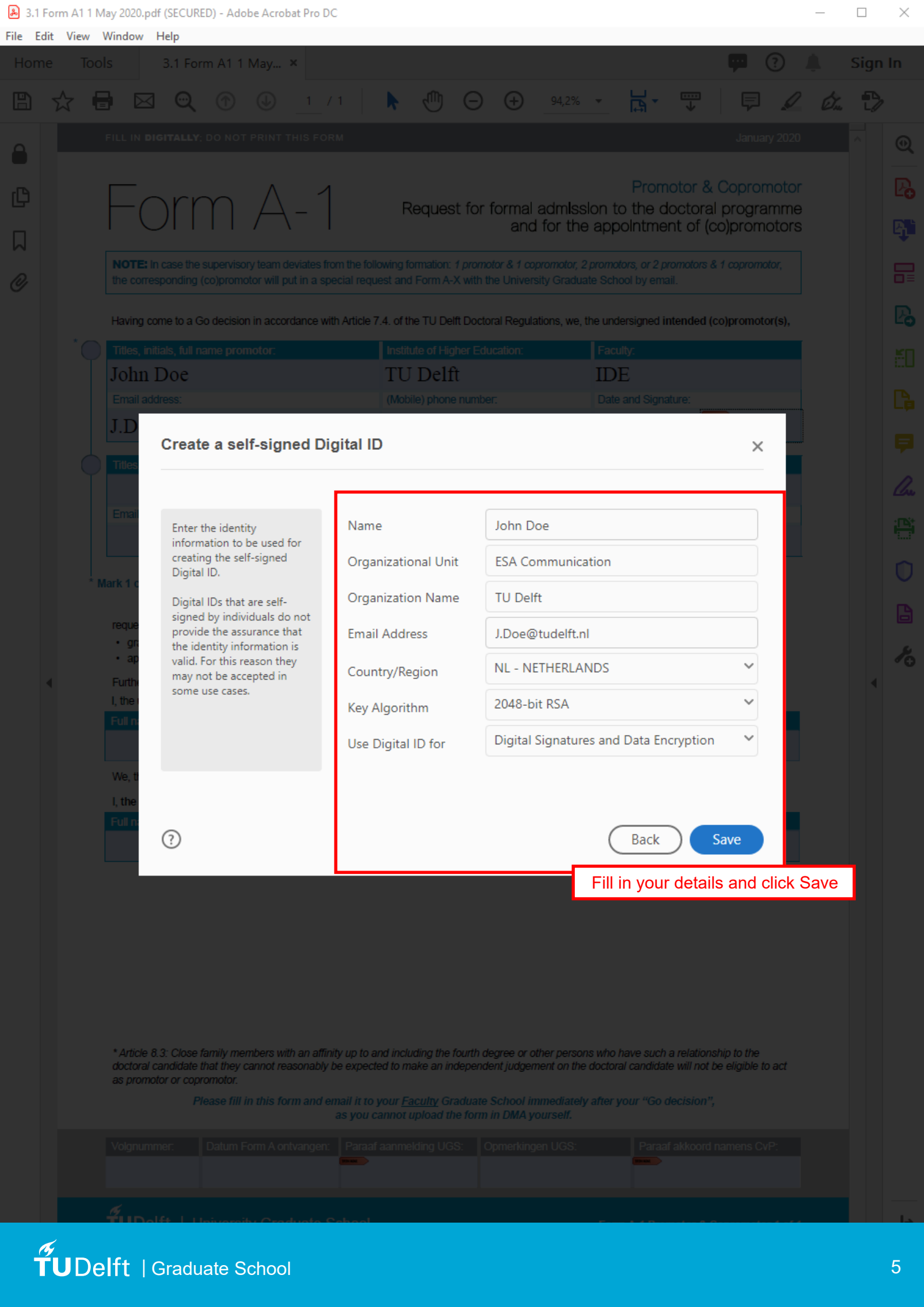
[?](#) [Back](#) [Continue](#)

Select whichever option you prefer

* Article 8.3: Close family members with an affinity up to and including the fourth degree or other persons who have such a relationship to the doctoral candidate that they cannot reasonably be expected to make an independent judgement on the doctoral candidate will not be eligible to act as promotor or copromotor.

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Form A-1

Promotor & Copromotor
Request for formal admission to the doctoral programme
and for the appointment of (co)promoters

NOTE: In case the supervisory team deviates from the following formation: 1 promotor & 1 copromotor, 2 promoters, or 2 promoters & 1 copromotor, the corresponding (co)promotor will put in a special request and Form A-X with the University Graduate School by email.

Having come to a Go decision in accordance with Article 7.4. of the TU Delft Doctoral Regulations, we, the undersigned intended (co)promotor(s),

Titles, initials, full name promotor:	Institute of Higher Education:	Faculty:
John Doe	TU Delft	IDE
Email address:	(Mobile) phone number:	Date and Signature:

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	<input type="text" value="John Doe"/>
Organizational Unit	<input type="text" value="ESA Communication"/>
Organization Name	<input type="text" value="TU Delft"/>
Email Address	<input type="text" value="J.Doe@tudelft.nl"/>
Country/Region	<input type="text" value="NL - NETHERLANDS"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures and Data Encryption"/>

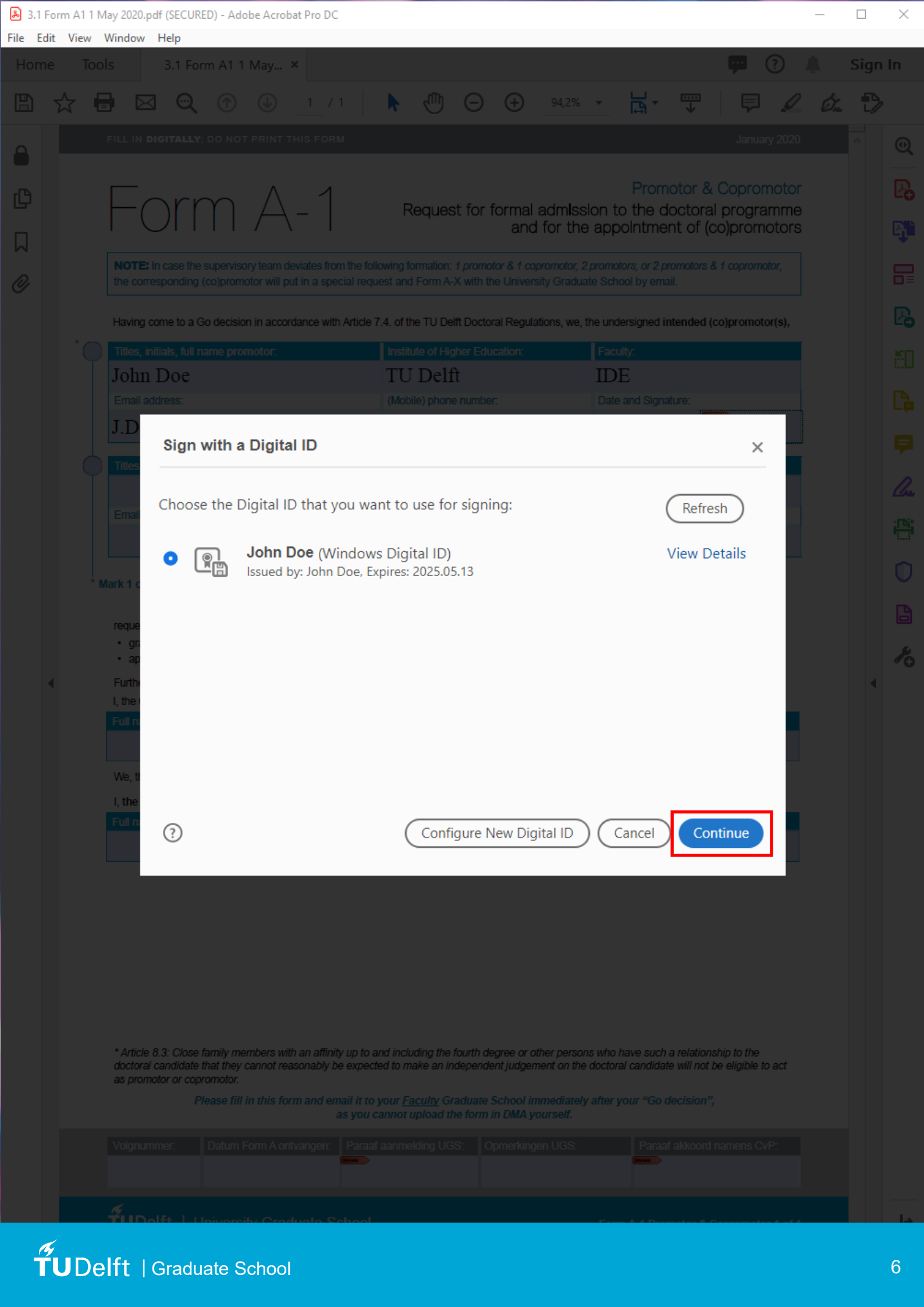
Back
Save

Fill in your details and click Save

* Article 8.3: Close family members with an affinity up to and including the fourth degree or other persons who have such a relationship to the doctoral candidate that they cannot reasonably be expected to make an independent judgement on the doctoral candidate will not be eligible to act as promotor or copromotor.

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Form A-1

Promotor & Copromotor
Request for formal admision to the doctoral programme
and for the appointment of (co)promotors

NOTE: In case the supervisory team deviates from the following formation: 1 promotor & 1 copromotor, 2 promotors, or 2 promotors & 1 copromotor, the corresponding (co)promotor will put in a special request and Form A-X with the University Graduate School by email.

Having come to a Go decision in accordance with Article 7.4. of the TU Delft Doctoral Regulations, we, the undersigned intended (co)promotor(s),

Titles, initials, full name promotor:	Institute of Higher Education:	Faculty:
John Doe	TU Delft	IDE
Email address:	(Mobile) phone number:	Date and Signature:

Sign with a Digital ID

Choose the Digital ID that you want to use for signing:

John Doe (Windows Digital ID)
Issued by: John Doe, Expires: 2025.05.13

Refresh

[View Details](#)

[?](#)

Configure New Digital ID

Cancel

Continue

* Article 8.3: Close family members with an affinity up to and including the fourth degree or other persons who have such a relationship to the doctoral candidate that they cannot reasonably be expected to make an independent judgement on the doctoral candidate will not be eligible to act as promotor or copromotor.

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January 2020

Form A-1

Promotor & Copromotor
Request for formal admission to the doctoral programme
and for the appointment of (co)promoters

NOTE: In case the supervisory team deviates from the following formation: 1 promotor & 1 copromotor, 2 promotors, or 2 promotors & 1 copromotor, the corresponding (co)promotor will put in a special request and Form A-X with the University Graduate School by email.

Having come to a Go decision in accordance with Article 7.4. of the TU Delft Doctoral Regulations, we, the undersigned intended (co)promotor(s),

Titles, initials, full name promotor:	Institute of Higher Education:	Faculty:
John Doe	TU Delft	IDE
J.D	(Mobile) phone number:	Date and Signature:

Sign as "John Doe"

Appearance: Standard Text

John Doe

Digitally signed by John Doe
Date: 2020.05.13 09:27:25 +02'00'

[View Certificate Details](#)

Review document content that may affect signing

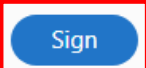
[Review](#)

[Back](#) [Sign](#)

Click "Create" to edit your signature



Or select "Sign" and jump to page 10



* Article 8.3: Close family members with an affinity up to and including the fourth degree or other persons who have such a relationship to the doctoral candidate that they cannot reasonably be expected to make an independent judgement on the doctoral candidate will not be eligible to act as promotor or copromotor.

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Volgnummer:	Datum Form A ontvangen:	Paraaf aanmelding UGS:	Opmerkingen UGS:	Paraaf akkoord namens CvP:

Customize your Signature appearance and click "Save"

1. Your name as your signature

Customize the Signature Appearance

Text Draw Image None

<your common name here>

Digitally signed by <your common name here>
Date: 2020.05.13 09:32:00 +02'00'

Include Text

Name Distinguished Name
 Date Adobe Acrobat Version
 Logo Location
 Reason Labels

Text Direction

Auto

Digits format

0123456789

Preset name

Cancel Save

2. Drawing of your signature

Customize the Signature Appearance

Text Draw Image None

Digitally signed by <your common name here>
Date: 2020.05.13 09:29:27 +02'00'

Include Text

Name Distinguished Name
 Date Adobe Acrobat Version
 Logo Location
 Reason Labels

Text Direction

Auto

Digits format

0123456789

Preset name

Cancel Save

Click here to Draw

3. Upload an image of your signature

Customize the Signature Appearance

Text Draw Image None

Digitally signed by <your common name here>
Date: 2020.05.13 09:31:24 +02'00'

Include Text

Name Distinguished Name
 Date Adobe Acrobat Version
 Logo Location
 Reason Labels

Text Direction

Auto

Digits format

0123456789

Preset name

Cancel Save

Browse Clear

4. None

Customize the Signature Appearance

Text Draw Image None

Digitally signed by <your common name here>
Date: 2020.05.13 09:35:51 +02'00'

Include Text

Name Distinguished Name
 Date Adobe Acrobat Version
 Logo Location
 Reason Labels

Text Direction

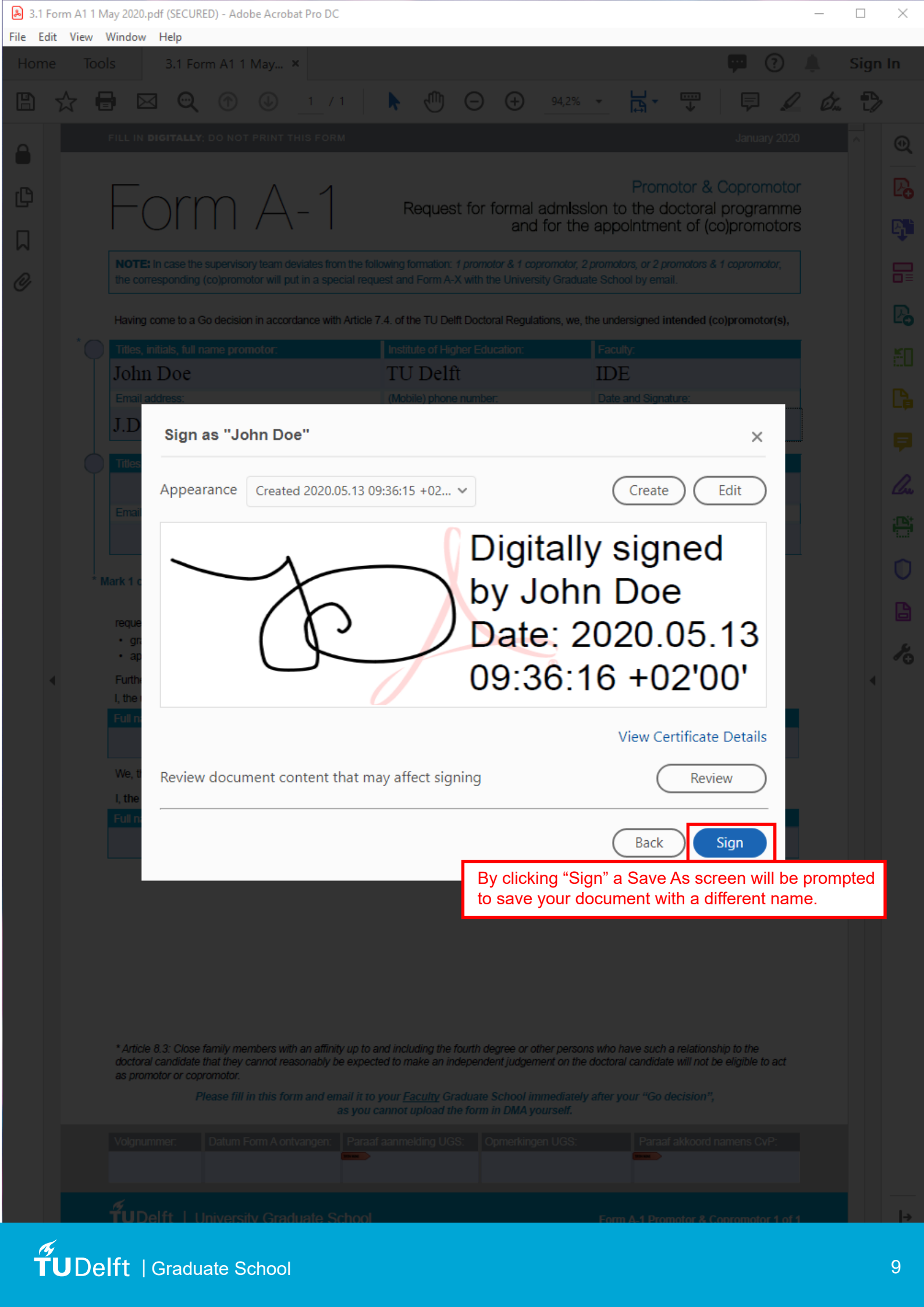
Auto

Digits format

0123456789

Preset name

Cancel Save



Form A-1

Promotor & Copromotor
Request for formal admission to the doctoral programme
and for the appointment of (co)promoters

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Having come to a Go decision in accordance with Article 7.4. of the TU Delft Doctoral Regulations, we, the undersigned intended (co)promotor(s),

Titles, initials, full name promotor:	Institute of Higher Education:	Faculty:
John Doe	TU Delft	IDE
Email address:	(Mobile) phone number:	Date and Signature:

Sign as "John Doe" ✕

Appearance Created 2020.05.13 09:36:15 +02... ▾ Create Edit

Digitally signed
by John Doe
Date: 2020.05.13
09:36:16 +02'00'

[View Certificate Details](#)

Review document content that may affect signing Review

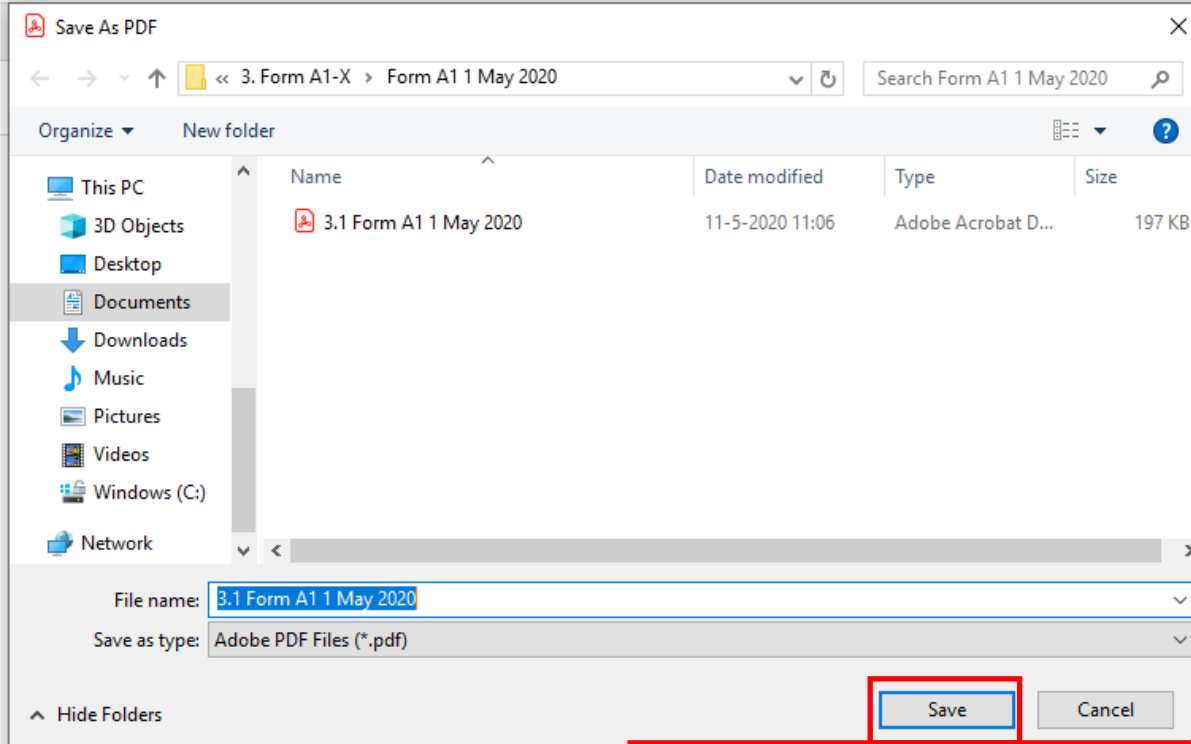
Back Sign

By clicking "Sign" a Save As screen will be prompted to save your document with a different name.

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Form A-1



Promotor & Copromotor

Request for formal admission to the doctoral programme and for the appointment of (co)promotors

NOTE: In case the supervisory team deviates from the following formation: 1 promotor & 1 copromotor, 2 promotors, or 2 promotors & 1 copromotor, the corresponding (co)promotor will be notified by email.

Email the file to the designated recipients

Having come to a Go decision in accordance with Article 7.4. of the TU Delft Doctoral Regulations, we, the undersigned intended (co)promotor(s),

Titles, initials, full name promotor:	Institute of Higher Education:	Faculty:
John Doe	TU Delft	IDE
Email address:	(Mobile) phone number:	Date and Signature:
J.Doe@tudelft.nl	+31640908070	13-May-2020  <small>Digitally signed by John Doe Date: 2020.05.13 09:57:40 +02'00'</small>
Titles, initials, full name copromotor:	Institute of Higher Education:	Faculty:
Email address:	(Mobile) phone number:	Date and Signature:
		


* Mark 1 corresponding (co)promotor

request the Board for Doctorates to:

- grant the below mentioned doctoral candidate formal admission to the doctoral programme;
- appoint the above mentioned person(s) as (co)promotors in accordance with Articles 7.4., 8.2. and 8.5. of the TU Delft Doctoral Regulations.

Furthermore, we declare that our request is in accordance with Article 8.3.*.

I, the undersigned doctoral candidate, accept and agree with the supervision of the intended (co)promotors.

Full name:	TUD ID number:	Date and Signature:
		

We, the aforementioned, declare that we undertake to observe the stipulations of the TU Delft Doctoral Regulations.

I, the head of the doctoral candidate's department, support this request.

Full name:	Faculty & Department:	Date and Signature:
		

* Article 8.3: Close family members with an affinity up to and including the fourth degree or other persons who have such a relationship to the doctoral candidate that they cannot reasonably be expected to make an independent judgement on the doctoral candidate will not be eligible to act as promotor or copromotor.

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