**Application form for DE Exemption Requests**

**Guidelines and Procedure for   
Doctoral Education (DE) Exemption Requests**

*Please keep in mind that the idea behind the Doctoral Education programme is to allow PhD candidates to further develop themselves and invest in their professional growth.* *The aim of the Graduate School is to deliver excellent doctors on the labour market.   
The DE Programme is expected to support them with their growth towards excellence. Exemption for parts of the DE programme will therefore only be granted by exception.*

1. Doctoral Education exemption requests are made by the PhD candidate to the director of their Faculty Graduate School.
2. In order to request a Doctoral Education exemption, please formulate your request following the below exemption request guidelines, in consultation with your supervisor, and submit it to your Faculty GS. Please enclose copies of your course transcript(s)/certificates.
3. If your exemption request is complete, your request will be reviewed by your Faculty GS director.
4. The result of your exemption request will be sent to you no later than four weeks (with exception of the summer holiday) after the Faculty GS receives your application and has deemed it complete. This result will be sent to you via e-mail from your Faculty Graduate School. This e-mail will also be sent to your promotor and to the University GS.
5. The exemption request should be sent within the first year of your PhD.
6. The total exemption request should be for a minimum of 5 GS credits.
7. Per course, you can receive an exemption of maximum 5 GS credits.

**Send your exemption form via e-mail to your Faculty Graduate School, cc to your promotor**.

**N.B.**

* Please note that if you are granted an exemption for more than 15 Graduate School credits, for courses, you will no longer be eligible for the DE certificate. However, you are still required to complete the remainder of the DE programme.
* This form cannot be used for dispensation requests (i.e. complete exemption from all DE requirements). For more information about dispensation requests, please refer to the GS website.

**Name of PhD candidate**

**Employee nr.**

**Faculty Graduate School**

Please give a general explanation as to why you are applying for a Doctoral Education exemption. (e.g. you started your PhD at another university and have followed courses there.):

Please state your precise exemption request by providing the following information:

* Specify the total number of GS credits you are requesting an exemption for per DE category  
  (i.e. discipline-related, research or transferable skills);
* Describe the professional experience that you have gained /courses that you have followed that justify your exemption request. State the competence category that you have developed through this experience/course.

*Example: May I have an exemption of 10 GS credits for the category Research-related skills. I am asking for this exemption because, while working as a researcher at company ‘X’ I have followed a 5-day course on Research Design at Research School ‘Y’ and 5-day course on Scientific Integrity for doctoral students at University ‘Z’. Enclosed are copies of my course certificates.*