

## (ADMINISTRATIVE) CHANGES IN THE DOCTORATE IN THE FACULTY OF PHARMACEUTICAL SCIENCES

### 1. Small changes

If (one of) the promoter(s) is replaced, the dean's office has to be notified by e-mail.

This e-mail should contain the following information:

- Full name of the PhD student
- Name of the administrative promoter
- Name of the current promoter
- Name, affiliation, address, e-mail and telephone number of the new promoter
- Referral to the consent of replacement between the current and the new promoter

This mail has to be sent to

- The dean's office
- The current promoter
- The new promoter

Such replacement of (one of) the promoter(s) is to be confirmed by the Faculty Board. After that, the Faculty Student Administration implements the changes in Oasis.

### 2. Large changes

Large changes can be:

- Change of faculty
- Change of doctoral degree
- Change of doctoral school

In these cases, an new document "Application for the first enrolment for the Doctorate and the Doctoral Training Programme" is required, which has to be confirmed by the Faculty Board.

Ghent University students can mail their document "Application for the first enrolment for the Doctorate and the Doctoral Training Programme" as a PDF to [doctoraat.studadmin@UGent.be](mailto:doctoraat.studadmin@UGent.be).

Students who are new to Ghent University have to follow a different procedure: please contact the Registrar's Office of the Department of Educational Policy.