



Bureau van de Rector
Secretariaat College voor Promoties

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Onderwerp
Toelichting indienen verzoek ontheffing opleidingseis

Do I need an exemption from legal educational requirements?

To be admitted to a doctoral programme in the Netherlands, you must fulfil the legal educational requirements (see Article 7 of the Doctorate Regulations).

If you have a Dutch Master's degree (within the meaning of the law) or an old-style Dutch *doctoraal* degree (initial university degree) you may submit a 'Request for admission to the doctoral programme' *without* the need for a prior exemption.

If you *do not* have a Dutch degree, you must submit a request for exemption to the Doctorate Board, as laid down in Article 8 of the Doctorate Regulations. This applies if your last degree is a Master from outside the Netherlands, as well as if you have taken a Dutch study programme that did not lead to a Master's degree within the meaning of the law.

How do I request an exemption?

You should submit your request for exemption to the Doctorate Board, using the form '*Request for exemption from legal educational requirements*', which you can find at www.uva.nl/promoveren. The form must be completed in full, including the name(s) and contact details of the intended supervisor(s) and the faculty.

The form must be accompanied by the following documents:

- a. **Certified copies** of *all* academic degree certificates – i.e. certified copies of the first cycle (Bachelor's) and second cycle (Master's), plus any other relevant certificates;
- b. **Certified copies** of the associated course overviews and lists of marks. Alternatively, you may submit any original academic transcripts provided by the educational institution in question for use by third parties.
- c. Translation of the documents under a. and b. Translation is not required if the original documents are in one of the following languages: Dutch, English, German, French, Spanish, Italian or Portuguese. Translations must be made by an authorised sworn translator, and the translation recognisable as such by a special stamp. If you wish to keep the original translations for your own future use, you may have **certified copies** made and submit these.
- d. A (normal) copy of a valid identity document – as described in the Compulsory Identification Act – that shows the full name, date of birth and place, including country, of birth;
- e. An up-to-date and complete curriculum vitae.



What is a certified copy? How can I recognise a sworn translator?

A certified copy is a normal photocopy on paper that is provided with authentication features, usually an original certification stamp (ink or relief stamp) and a signature or initials. These authentication features serve to declare that the contents of the copy are identical to the original. A copy can only be certified by a person who is authorised to do so. This may be the authorised employee of the university that issued the original document(s) or a civil-law notary.

A sworn translator follows a similar procedure for certification, whereby the translator declares that the content of the translation is identical to that of the original document.

This link provides further instructions on certified copies and sworn translations:

<https://www.youtube.com/watch?v=NPWFQ-JW68g&feature=youtu.be>

Can I submit my file via email or other digital channel?

In some cases (depending on the educational institution where you obtained your degree) it may be possible to get a certified digital degree certificate and list of marks. This is an electronic copy instead of a paper copy that can be shared with third parties such as the UvA.

However, this service is not yet available from most institutions and you will have to arrange for certified paper copies.

NB: Given the current situation surrounding Covid-19 and the associated restrictions, it is no longer possible to make a personal appointment to present your original educational documents to a member of the Secretariat.

How should I submit my file?

Prior to sending your file by standard post, you should send a digital scan of the complete file to CvP-exemption-bb@uva.nl to check whether it is complete and correct.

After positive confirmation of the secretariat, you must submit your complete file with the certified copies by standard post.

Depending on the country from which the file is to be sent, it may be advisable to send it by registered post. You are strongly advised not to send original educational documents. Once your file has been dealt with, it cannot be returned to you.

In closing, we draw your attention to the fact that files can only be dealt with within the handling time if the file is complete and meets all the file requirements.

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If you need any further information, please contact us by email at: CvP-exemption-bb@uva.nl