

PhD Fellowships for Women Scientists from Science and Technology Lagging Countries

INSTRUCTIONS
for drafting the
PRELIMINARY ACCEPTANCE LETTER
issued by the Host Institute

The preliminary acceptance letter is not equivalent to an admission letter. It is a document confirming that, if selected for an OWSD fellowship, the candidate has a supervisor assigned to her and adequate support for her PhD research at the Host Institute.

Please find below 2 samples.

“**Sample 1**” should be used in case there is a [fellowship agreement \(MoU\)](#) in place between OWSD and the Host Institute.

“**Sample 2**” should be used in case there is no MoU in place.

The preliminary acceptance letter must be prepared on the Host Institute’s letterhead.

SAMPLE 1

Host Institute’s Letterhead

[Place and Date]

**Preliminary Acceptance Letter for OWSD PhD fellowship
for institutes with MoU in place**

Dear [student’s given name and surname],

This is to inform you that, as a candidate for the OWSD PhD fellowship, you have been accepted for a [specify if FULL-TIME or SANDWICH] postgraduate programme of the duration of [specify length of time, i.e. months/years] in [specify field of specialization] in [indicate Department/Faculty] at [indicate University/Institute].

If selected for an OWSD fellowship, you should begin your research in the [first or second] academic semester of [year] and conclude by [month and year].

While undertaking research at our University, you will be under the supervision of Prof./Dr. [supervisor’s given name and surname] to be contacted at [email address].

If awarded an OWSD fellowship, the [University/Institute] will cover/waive any cost associated with your study fees as per the Memorandum of Understanding (MoU) in place.

Yours sincerely,

Complete name and Signature of the appropriate official (Officer in charge of OWSD Postgraduate Fellowships at the Host Institute, as specified in the MoU, or Head of Department).

N.B. The letter will not be accepted without letterhead and signature.

SAMPLE 2

Host Institute's Letterhead

[Place and Date]

Preliminary Acceptance Letter for OWSD PhD fellowship

Dear [student's given name and surname],

This is to inform you that, as a candidate for the OWSD postgraduate fellowship, you have been accepted for a [specify if FULL-TIME or SANDWICH] postgraduate programme of the duration of [specify length of time, i.e. months/years] in [specify field of specialization] in [indicate Department/Faculty] at [indicate University/Institute].

If selected for an OWSD fellowship, you should begin your research in the [first or second] academic semester of [year] and conclude by [month and year].

While undertaking research at our University, you will be under the supervision of Prof./Dr. [supervisor's given name and surname] to be contacted at [email address].

If awarded an OWSD fellowship, our University will explore the possibility of providing you with: [tick all that may apply]:

- Registration fees waiver or bursary Supervision/tuition fees waiver or bursary
- Other [specify] Exam fees waiver or bursary

It is noted that the OWSD fellowship does not cover bench fees.

Yours sincerely,

Complete name and Signature of the Director/Head of Faculty/Department or Postgraduate Studies Coordinator.

N.B. The letter will not be accepted without letterhead and signature.