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Email to phd supervisor example

Contacting potential phd supervisor example email. How to write an email to a potential phd supervisor example. How to write an email to supervisor for phd.

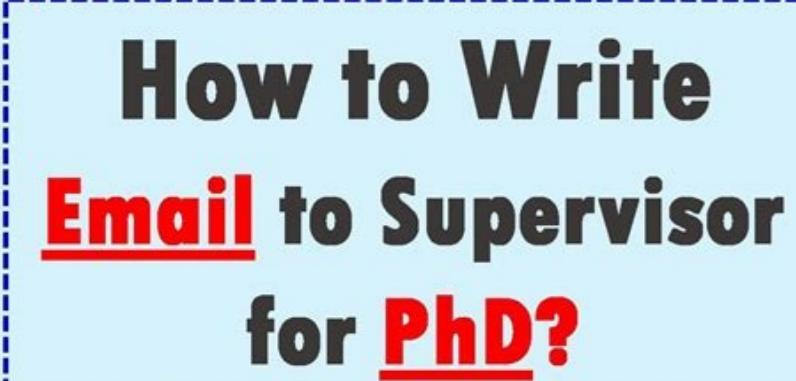


A good thesis requires good communication between you and your thesis supervisor. This includes emails! Yet, even a simple email can lead to stress and overthinking. If you struggle to communicate with your thesis supervisor via email, have a look at six sample emails for inspiration. [Contents](#) Every relationship between student and thesis supervisor is unique. And everyone has a unique (email) writing style. Nonetheless, there are a few general tips for emailing your thesis supervisor: Keep your emails short. No one wants to read an email of the length of a novel. Too much text can bury your main request. Always state clearly what you want. Don't expect your thesis supervisor to read between the lines. [Create accompanying calendar invites to your emails.](#)

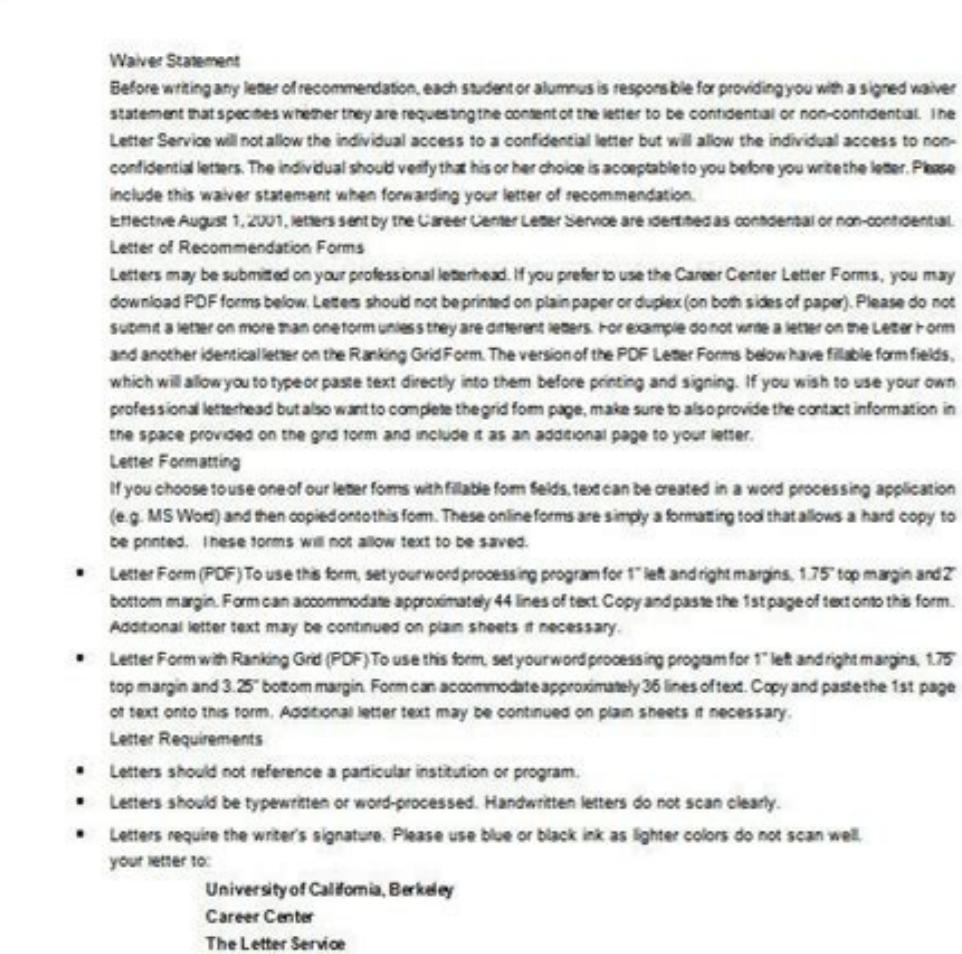


Once you and your thesis supervisor/s agree on a meeting date via email, make sure that you send everyone involved a calendar invite via email. It will be greatly appreciated. Don't overthink your emails too much. You may obsess about formulating a certain sentence or making sure no word is missing and no grammatical mistake is made. While emails to your supervisor should not read like a jotted-down text message, overthinking your emails is also a waste of time. Your supervisor will not judge you if your email includes one whacky sentence or a single spelling mistake. The first email to a potential thesis supervisor tends to be very formal. If you have never met the potential thesis supervisor in person before, make sure to check out tips on how to cold-email professors. In the following sample email, however, we assume that the student and the potential thesis supervisor met before. Dear Professor Wales, My name is Angelina and I am a student in the Mechanical Engineering programme. We met a month ago when you gave a guest lecture in the course 'Advanced Fluid Dynamics'. I am currently working on my thesis proposal. In my thesis, I would like to explore distributed machine-machine interactions.

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As this topic falls within your field of expertise, I was wondering if you'd be willing to supervise my thesis. I attached my draft thesis proposal to this email. Please let me know if you have any questions about the topic or process. I am looking forward to hearing from you. With kind regards, Angelina Forest Student number 037-845-386. Successful (postgraduate) students are proactive and take matters into their own hands. Reaching out to their thesis supervisors to set up a meeting is one part of it. The following sample email contains a simple request from a student to meet with their thesis supervisor. Dear Dr. Dorle, I hope all is well! Thanks again for providing feedback on my thesis draft. I addressed all comments and would like to set up a supervision meeting in the coming days to discuss the following steps. I am available on Wednesdays, Thursdays and Friday afternoons. Please let me know whether you are available and what time suits you best. With kind regards, Daniel. Sample email to thesis supervisor sharing post-meeting action points. To get the most out of thesis supervision meetings, it is highly recommended that the student takes notes during the meeting. Based on these notes, the student then summarises the key takeaways from the meeting, or action points, so to speak. These action points will guide the student's work until the next meeting, and provide a written record of agreements. Dear Professor Fila and Dr. Medow, Thank you for the fruitful and encouraging meeting yesterday. I went through my notes, and summarised the key takeaways of the meeting as follows: The conceptual framework needs to be improved and better reflect the theoretical discussion. Research sub-question 2 needs to be refined. Of course, students should not bombard their supervisors with constant questions via email. However, a kind request once in a while is usually accepted and appreciated. The following sample email showcases a student asking for feedback. Dear Professor De Leon, I hope this email finds you well. I am happy to share my reworked thesis introduction with you. Based on our last discussion, I changed the section on the scientific relevance of the study and the core contributions to practice. I would be grateful if you could provide some feedback on the new version. Thank you for your time. Best wishes, Valerie. As a student, it can also happen that you get stuck. Often, it is better to reach out and ask your thesis supervisor for support, both in terms of content or any other challenges you experience. Don't suffer in silence. The following sample email shows an example of a student asking for support. Dear Caroline, I hope you are doing well. In the last two weeks, I made a lot of progress with my thesis. I developed my methodology and already managed to conduct 7 interviews. However, I currently feel a bit lost and overwhelmed because I do not know how to analyse the interviews. I received so much information, and I struggle to organise and categorise it. Furthermore, I find it increasingly challenging to concentrate. Therefore, I was wondering if you could provide some tips or strategies on how to tackle the interview analysis, and how to stay focused and motivated.



I would also be happy to meet. Thank you in advance. Sincerely, Amina. And lastly, there are the unfortunate occasions where you made agreements with your thesis supervisor, which you cannot meet. Pulling an all-nighter is generally a bad idea, as sleep is crucial for efficient thesis writing. It might be smarter, to be honest, and open about it and to inform your thesis advisor in advance. In the following sample email, the student informs the supervisor that he cannot meet the agreed deadline. Dear Professor Nguyen, during our last meeting we agreed that I would send you a full draft of Chapter 3 by Friday, the 3rd of August. Unfortunately, I won't be able to meet the deadline. I ran into some problems with the data analysis and took longer to find relevant literature than expected. I think I will need one more week to complete a comprehensive draft of the chapter. Apologies for the inconvenience. With kind regards, Fabian. Having written a good research proposal (see my other videos) and sorting your CV and finances, is only part of the process of getting accepted to a University for a doctoral study. Having someone on the inside who may help you improve that proposal key. But how do you establish contact with really busy academics and how do you make them listen and consider you over others? These are my thoughts as a supervisor myself and what I'd like to see in an email, but despite all that, your email may find its way to a supervisor that simply does not have the capacity for more supervises. If you do not hear back after a week you move to your choice B and then C and so on. As always take my suggestions with a pinch of salt and adjust them to fit your area of research, my bias comes from social science, STEM or even other Social sciences supervisors may require extra bits that I haven't thought about. Research the web for even more advice stay a critical thinker at all times :). (Apologies for the not so great video quality. This was the first time I experimented with this video set-up lots more for me to learn). EXAMPLE TEMPLATE: I don't forget to ADD your style, imagination-creativity-innovation! Subject Headline: Wishing to study for a ***FULLTIME/PARTTIME *** PhD in *?project title??* with you as a potential supervisor. Email body: Dear Professor *Smith* My name is * xxx* and I am very interested in your research that *xxxxxx*. I am also very keen to work with you at the University of *xxxxx* because *xxxxxx* excellence or history in that research area perhaps?

[SENDER'S NAME]
[SENDER'S ADDRESS]
[SENDER'S CONTACT NUMBER]
[SENDER'S EMAIL ADDRESS]

[DATE]

[RECIPIENT'S NAME]
Office of the Registrar
[NAME OF THE GRADUATE SCHOOL]
[ADDRESS]

Dear Mr./Ms. _____:

I highly recommend [NAME OF THE CANDIDATE] as a candidate for graduate school. I have worked with [NAME OF THE CANDIDATE] in my capacity as [POSITION] of the Department of [DEPARTMENT] at [NAME OF THE SCHOOL].

In addition to [NAME OF THE CANDIDATE] being a dedicated student, he/she also worked at _____ in _____.

He/she does the tasks given to [NAME OF THE CANDIDATE] with a positive attitude. He/she is able to establish

camaraderie and wonderful support with people of all ages and has excellent written and verbal communication skills.

He/she would be a valuable asset to your program and I highly recommend him/her. If you have further questions regarding his/her background or qualifications, please do not hesitate to contact me.

Sincerely,

[NAME AND SIGNATURE]

**** My *work/study/masters/ug* background (please see attached CV) is * xxxx * and has led me to consider a PhD study because I believe this will *xxxxxx*. I have developed a proposal for a (FULL TIME/PART TIME) PhD that closely aligns to your research interests. The title of my proposed thesis is *xxxxx* a copy of a draft proposal is attached to this email. Any feedback or advice you can spare would be greatly appreciated. I understand you are very busy and if you do not have the capacity to supervise my project any advice to communicate to a colleague at your university would be great. I have only written to you and one other colleague at your University (be truthful though). I have planned my finance and I am in the process of ***applying for scholarships? applying for a loan? * Thank you for your time and I am looking forward to your thoughts and advice. Sincerely yours • name & Surname *