



Organization for Women in Science for the Developing World (OWSD)

ICTP Campus – Strada Costiera 11 - 34151 Trieste - Italy

Phone: (+39 040) 2240325/492 - Fax: (+39 040) 2240689 - E-Mail: fellowships@owsd.net - Web: www.owsd.net

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

<p>Host Institute’s Letterhead</p> <p style="text-align: right;">[Place and Date]</p> <p style="text-align: center;">Preliminary Acceptance Letter for OWSD PhD fellowship for institutes with <u>MoU</u> in place</p> <p>Dear [student’s given name and surname],</p> <p>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].</p> <p>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].</p> <p>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].</p> <p>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.</p> <p>Yours sincerely,</p> <p>_____</p> <p>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).</p>

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



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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.