Format employer's statement

To be submitted on official letterhead, dated, signed by the superior of the candidate and stamped

I [*name of the superior of the candidate*] hereby give permission to

* *name of candidate*
* *date of birth*
* *position*
* *employed since month / year*

to follow the short course / master’s study / PhD programme:

* [*name ​​course or programme]*
* from [*start date]* to *[end date*]
* at [*educational institution, place*.]

I declare that

1. **at the end of the fellowship period the candidate will be offered a position at least equivalent to the one he/she is currently holding;**
2. **the candidate will not be assigned any tasks during the fellowship period to ensure that he/she will be available for the study programme full-time;**
3. **I am available to answer questions concerning the fellowship application of this candidate;**
4. **I am willing to cooperate with NFP/MSP for evaluation purposes of the programme;**
5. **the information provided in this letter and attachment is true and correct.**

A plan to implement the newly-acquired knowledge by the candidate is approved by me and attached to this letter in the prescribed format.

*Signature of the superior of the candidate: Date:*

*Telephone number:*

*Email address: Stamp of the organisation*

*Please note that incomplete or incorrect statements inevitably lead to a rejection of the fellowship application. Please be sure that the statement is submitted on the organisation’s official letterhead and is signed and stamped.*

Format for ‘The plan to implement the newly-acquired knowledge by the candidate’

Name of the organisation:

Mission statement *(max 750 characters):*

Main activities: *(max 3 activities in max 750 characters):*

**Data about the candidate who is nominated for a fellowship:**

Name of the candidate:

Function:

Tasks:

**Relevance of the study**

*What knowledge and skills are to be developed by the candidate and why*

Relevance for the candidate: [50-1,000 characters]

Relevance for the employing organisation: [50-1,000 characters]

The candidate is expected to implement the newly-acquired knowledge and skills no later than six months after successful completion of the study. Please include a plan of activities below, including their objectives and along a timeline. Please be as specific as possible. You are advised to use the SMART method.

**Plan of activities:**

|  |  |  |
| --- | --- | --- |
| **Objective** | **Activity** | **Period of implementation** |
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