Prescribed format employer's statement. To be submitted on official letterhead, dated, signed by the superior of the candidate and stamped.

The Employer's Statement consists of 2 parts: 1. Declaration & 2. Plan to Implement. Together they must be uploaded as 1 PDF document and must not exceed 2 MB.)

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.

2. Plan to implement the newly-acquired knowledge by the candidate

Data about the employer of 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]

<u>Relevance for the employing organisation:</u> [50-1,000 characters]

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

Plan of activities:

Objective	Activity	Period of implementation