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