

Instructions for statement of occupation - Employment in a private or public company

Please read the instructions below on how to fill in the form on pages 2 and 3 prior to filling it out.

This enclosure must be filled out if you are applying for admission to a Master's degree programme for working professionals and are employed in a private or public company. If you do not currently have a relevant occupation but expect to meet that requirement before study start, the enclosure must be submitted no later than one month prior to the start of the programme. The enclosure must be filled out by the applicant in collaboration with the employer and must be signed by both parties.

The following must be filled out:

- Title of the desired Master's degree programme for working professionals
- Information, including contact information, for the applicant and the company
- Average weekly working hours (on a yearly basis)
The yearly basis of the working hours must amount to at least 25 hours a week. This requirement is meant to ensure that the applicant remains an integral part of the workplace on par with other full-time employees for the duration of the programme.
- A description of the applicant's occupational tasks for the duration of the programme
The purpose of this description is to allow SDU to evaluate whether the applicant's occupational tasks can be deemed relevant to the academic content of the programme.
- A description of the correlation between the programme and your occupation
- Signatures certifying that both the applicant and the employer have familiarized themselves with the purpose and terms of the Master's degree programme for working professionals, confirm that the listed information is correct, and that an employment agreement exists between the parties.

If you are not able to prove that you meet the requirements for relevant employment at the latest one month prior to the start of the programme, you cannot be admitted to the Master's degree programme for working professionals.

Please note that SDU must be able to obtain proof of the provided information. Twice a year, the university will obtain proof of the validity of the information.

NB – this document must be saved on your computer before you can fill it out

Statement of occupation for Master's degree programmes for working professionals – Employment in a private or public company

Title of the Master's degree programme	
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Confirmation of employment in a private or public company

It is hereby confirmed that an employment agreement exists between:

Applicant	
Job title	
CPR number	
Full name	
Address	
Postal code and city	
Country	
Telephone no.	
Email address	

and

Company	
CVR number*	
Name	
Address	
Postal code and city	
Country	
Telephone no.	
Email address	
Contact person	

** If you are employed in a foreign company, you must document that the company is officially registered. You can do this either by stating the company's registration number in your home country (corresponding to a CVR number in Denmark), or by submitting other formal documentation that the company is officially registered.*

Information about working hours and tasks for the duration of the programme	
Average number of working hours per week	
How will your working and study time be arranged? <i>If you are employed in a foreign company, you must include a description of how you will attend classes in Denmark and at the same time be an integrated part of your workplace on a par with full-time employees.</i>	
Occupational tasks <i>Please list your occupational tasks and describe what they entail (please be specific).</i>	
Correlation between occupation and Master's degree programme <i>Please describe how your occupational tasks are relevant to the programme and vice versa.</i>	

By signing this document, both the applicant and the employer confirm

- That the information above is correct
- That an employment agreement exists between the parties
- That both parties have familiarized themselves with the purpose and terms of the Master's degree programme for working professionals.

Date:

Date:

Applicant's signature

Signature and stamp of the company