

## **Instruction for statement regarding 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 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 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 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 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 employment for Master's programmes for working professionals – employment in a private or public company

<b>Title of the Master's programme</b>	
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### Confirmation of employment in a private or public company

It is hereby confirmed that an employment agreement exists between:

<b>Applicant</b>	
<b>Job title</b>	
<b>CPR number</b>	
<b>First name(s)</b>	
<b>Last name</b>	
<b>Address</b>	
<b>Postal code</b>	
<b>City</b>	
<b>Telephone no.</b>	
<b>Email address</b>	

and

<b>Company</b>	
<b>CVR number</b>	
<b>Name</b>	
<b>Address</b>	
<b>Postal code</b>	
<b>City</b>	
<b>Telephone no.</b>	
<b>Email address</b>	
<b>Contact person</b>	

Information about working hours and tasks for the duration of the programme	
<b>Average number of working hours per week</b>	
<b>How will the employee's working and study time be arranged?</b>	
<b>Description of occupational tasks</b> <i>Please list your occupational tasks and describe what they entail (please be specific).</i>	
<b>Description of the correlation between occupation and Master's programme</b> <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 programme for working professionals.

*Date:*

*Date:*

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*Applicant's signature*

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*Signature and stamp of the company*