

## **Enclosure regarding employment in a private or public company**

### **Please read the instructions below on how to fill in the enclosure prior to filling it out.**

This enclosure must be filled out if you are applying for admission on a Master's programme (erhvervskandidat) and you are employed in a private or public company. The enclosure must be submitted no later than at the start of the programme, e.g. if you do not currently have a relevant occupation but expect to meet that requirement prior to the start of the programme, cf. the Solemn declaration.

The enclosure must be filled out by the applicant in corroboration with the company and signed by both parties.

The following must be filled out:

- Title of the desired Master's programme (erhvervskandidat)
- Information, including contact information, for the applicant and the company
- Average weekly working hours (on a yearly basis)
- A description of the applicant's tasks for the duration of the programme
- A description of the correlation between the programme and job
- By signing the document both the applicant and the company confirm that the information above is correct, that both parties have familiarized themselves with the purpose and terms of the Master's programme (erhvervskandidat) and that the parties have an employment agreement.

Please note that SDU must be able to obtain proof of the provided information.

The yearly basis of the working hours must amount to at least 25 hours a week. This requirement is meant to ensure that while studying the applicant is just as much an integral part of the work place as the other fulltime employees. According to Ministerial Order no. 1565 (19/12/2017), under special circumstances SDU has the option of granting an exemption from the required amount of minimum of hours if the employment is deemed to be relevant as is required for admission.

A description of the applicant's tasks must be included to allow the university to assess whether the content of the tasks can be deemed relevant to the Master's programme (erhvervskandidat) the applicant has applied for.

A description of the correlation between the Master's programme (erhvervskandidat) and the job must show how the applicant and the company have planned to arrange the employment to ensure that the applicant can still participate in the Master's programme.

You will not be able to gain admission to the Master's program (erhvervskandidat) if you have not proven that you meet the requirements for relevant employment by the start of the programme.

Twice a year the university will obtain proof of the validity of the information.

### **Please save the document on your computer prior to filling it out.**

**Enclosure to your application for admission on the Master's programme** (erhvervskandidat)

– 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 there is an employment agreement between:

<b>Applicant</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</b>	

<b>Information about working hours and tasks for the duration of the programme</b>	
<b>Average of working hours per week:</b>	
<b>Description of the tasks:</b>	
<b>Description of the correlation between the work and the Master's programme:</b>	

By signing this document both the applicant and the company confirm that the information above is correct and that both parties have familiarized themselves with the purpose and terms of the Part-time Career Master's programme.

Date:

Date:

\_\_\_\_\_

Applicant's signature

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Signature and stamp of the company