

Example Letter of Commitment

The following is an example of the letter of commitment by the senior management of the institution applying. It should be on your letterhead and contain:

1. a statement that the candidate will participate in all parts of the training and that he is supported;
2. a confirmation of the function of the candidate;
3. a statement that the leadership supports the project and its implementation in the candidates working time;
4. a description of the relevance of the project proposal and its objectives for the institution as seen by the senior management;
5. a confirmation that the course fees will be covered;
6. a confirmation regarding the availability of the VP / DVCs in charge of QA and/or Academic Affairs to attend the **Opening Conference which will be carried out 20th and the 21th of March 2025 and the Closing Conference which will be carried out online in December 2025.**

Sample letter for your reference:

The _____ (name of Institution) hereby recommends _____ (name of candidate) as candidate to participate in the programme **TrainIQA** and hereby confirms that he/she will take part in all activities of the **TrainIQA** programme.

The candidate has the full support from the institution's leadership with regard to attend the training and develop and implement a project in internal quality assurance at our university. In his/her function of _____ (function of candidate) he/she will be the ideal candidate to implement _____ (project name as in project plan) because of _____ (reason candidate has been chosen). The project's relevance for the university is _____ (reason why the project is relevant). I confirm that the course fees will be fully and promptly covered by us.

Furthermore, it is confirmed that the _____ (full function of senior management who will attend, e.g. Vice President for Academic Affairs) in charge of quality assurance, _____ (full name) will attend the online Opening Conference, which will be carried out **20th and the 21th of March 2025** and the which will be carried out **online December 2025**.

Date, Name, Function, Signature

Seal of the University