

Example Letter of Commitment

The following is an example of the letter of commitment by the senior management of the institution applying and can be used by filling out the blank spaces. 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 regarding the availability of the VP / DVCs in charge of QA and/or Academic Affairs to attend the **High Level Information Visit** which will be carried out from 7.-11. November 2016 in Potsdam, Germany.

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 five modules 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).

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 High Level Information Visit, which will be carried out on **November 07.-11.**, 2016 in **Potsdam, Germany.**

Date, Name, Function, Signature