



## 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 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** on **October 9–10, 2025** taking place in **Stellenbosch, South Africa**, and
  - the **Closing Conference**, which will take place **online** at the end of **October 2026**.

The \_\_\_\_\_ (name of Institution) hereby recommends \_\_\_\_\_ (name of candidate) as a 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 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 **Opening Conference**, which will take place **October 9–10, 2025 in Stellenbosch, South Africa** and the **Closing Conference**, which will take place **online at the end of October 2026**.

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**Date, Name, Function, Signature**

**Seal of the University**