

Sample employer
Sample street
01234 Sample town

30.04.2018

John Sample
Sample street
01234 Sample town

Sample employer confirmation

We hereby confirm that John Sample, born on 14 May 1983 in Kaiserslautern, is employed **full-time** (39 hrs/week) **as an** administrative specialist **since** 01 August 2011.

His areas of **activities** include *(detailed description necessary)*, e.g.:

- Applying legislation in areas of the local government on an individual basis.
- Managing administrative and organizational tasks
- Dealing with processes in the areas of budgeting and accounting
- Taking on tasks in the area of personnel administration

Kind regards,

(John Sample)
Head of Department

In general, professional activity can also be proven by employers' and interim references, job descriptions, assessments, etc. The following information **must** be made evident by the evidence provided:

- Time frame of occupation (from ... until ...)
- Full-time or part-time work, possibly the actual number of working hours have to be stated, as the employment needs to at least half of the regular working hours per week.
- Type of employment, as the relevance of the work experience has to be reviewed with regards to the study program.
- Date of the letter
- Submitting of the original letter or an officially certified copy
- No employment contracts!

What do I have to submit when I am a freelancer / self-employed?

Freelancer or self-employed people can prove their occupation with a self-contained declaration (eigenständige Erklärung). It is important that the duration (from ... until ..., amount of hours if applicable) and the type of work is mentioned. Additionally, relevant evidences, e.g. business registration, extract from the commercial register, certificate of the revenue office, must be submitted.

Declaration

Hereby I declare, that I "*name, surname*" born on "*date of birth*" residing at "*address*" that I am / was working "*from ... until ...*" for "*... hrs / week*" as "*type of work*". Some of my work included/s:

- *examples*

Date, Signature

What should I consider by my occupation?

It has to be a **qualified** occupation. This means, that no occupation as internships, voluntary social years, honorary posts, legal traineeships, professional recognition years, can be acknowledged as an occupation necessary for the study programme.

When reviewing the existence of relevant work experience, **internships** generally do not count towards this; except the examination regulations says something different.

Additionally, "**marginal employment**" (geringfügige Beschäftigung) will only be acknowledged partly. This is the case because marginal employment (also called "minijob", "mikrojob" or "450-Euro-Job") is an occupation with a very low income or an occupation with a short duration according to German insurance law (Sozialversicherungsrecht). For this reason, it can only be acknowledged according to the length (hrs / week) of the occupation.

A so-called Referendariat (**teaching internship**) or **Professional recognition year** cannot be acknowledged because it is part of the education process.

Until when do I have to provide evidence of the necessary occupation?

When applying for a study program with **free admission** evidence of the necessary occupation has to be provided after your first degree until the end of the application period, latest till the **start of the respective study program** (October 1).

When applying for a study program with **restricted admission** evidence of the necessary occupation has to be provided after your first degree until the **end of the application period** of the respective study program.

Why does only an occupation AFTER finishing the first study program count?

According to the respective examination regulations for **postgraduate** distance study programmes at the TU Kaiserslautern, an occupation **after** finishing the first study programme is always necessary. **In general, an occupation before the first study program can therefore not be taken into account.**

The distance study programmes of the TU Kaiserslautern are postgraduate programmes. These types of study programmes require practical experience of one year minimum after completing the first study programme unlike consecutive postgraduate study programmes. The contents of these study programmes are supposed to take practical experience into account and use them (see also Ländergemeinsame Strukturvorgaben für die Akkreditierung von Bachelor- und Masterstudiengängen, Beschluss der Kultusministerkonferenz vom 10.10.2003 i.d.F. vom 04.02.2010 Abschnitt A 4, Ziffer 4.2).

These study programmes were built as postgraduate distance study programs and are accredited as such. Part of the accreditation process is to ensure that there is a minimum occupation requirement of one to two years, which is determined by the examination regulations under section “Zugangsvoraussetzung”. In the examination requirements no exception to this rule is provided.