



UNIVERSITY OF DUNDEE
Centre for Applied Language Studies

TMLA Programme - Certification of Employment

*Please note that this form should be filled out and returned with applications for the **Certificate Level** only. It is not required for admission to Diploma or Master's Dissertation Levels.*

If you are applying for entry at Certificate Level, you should have this form completed by your Manager or a senior representative of the main institution where you are engaged in teaching, and where you intend to carry out your observed lesson.



► This part should be completed by the applicant.

Dear Sir/Madam,

We have received an application from _____ (full name of applicant) for entry to the Certificate Level of the Teaching Modern Languages Online Master's course run by the Centre for Applied Languages at the University of Dundee, Scotland, UK.

We would be grateful if you could fill out the form overleaf to confirm that the person named above is currently / will be teaching for you. As part of the TMLA Certificate Level, one or more classes taught by the applicant will be observed, normally via video. We expect that the applicant will ask both your institution and participants for permission to do this.

Thanking you for your time.

Yours faithfully,

Marion Spöring
Programme Director,
TMLA



Please turn over

► This part should be completed by the applicant's Manager.

Dear Ms. Spöring,

I hereby confirm that the above-named applicant is / will be teaching during the period of next June to the end of October at:

_____ (Name of Department/Section)

_____ (Name of Institution)

_____ (Address of Institution: Line 1)

_____ (Address of Institution: Line 2)

_____ (Address of Institution: Line 3)

Manager's signature: _____

Manager's name (in Roman script): _____

Seal of Institution:

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- End of form -