**The Competence Fund at the Department of Political Science and Public Management, SDU**

As a part of the financial model introduced in 2017 a Competence Fund has been set up.
Annually 175,000 DKK are assigned to develop the skills of the employees (VIP as well as TAP, but not PhD students) at the department. All funding for development of skills must be applied for through the Competence Fund at the department.

The Competence Fund can be used for all kinds of courses, seminars and other professionally upgrading activities, but only activities that align with individual development goals and plans agreed upon in the Employee Development Dialogue. Head of Department grants the funds.

Applications for funds transpire biannually, deadlines are: Dec 15 and June 15.
Applicants should allow up to 14 days process time. Find the application form at the end of this document.

It is a requirement that the application is approved by the Head of Department before any invoice is paid. Thus, it is not possible to apply for funds to cover past expenses.

Expenses for transportation and/or accommodation in connection with externally based activities must also be applied for. The department will cover transport and accommodation according to standard rules, i.e. the cheapest public transport.

The application (application form and a detailed description of the competence development activities) must be submitted to Ann Skovly (ann@sam.sdu.dk) in one file bearing the name of the applicant.

Any questions with regard to the application process can be directed to Ann Skovly at the secretariat.

**Application form for the Competence Fund**

**Applicant name:**

**Last EDD held (date):**

**Approval from Head of Section (date and signature):**

**Reason for applying:**

**Title of the competence development activities (remember to include attachment e.g. a description of the activities/course):**

**Provider:**

**Place:**

**Date(s):**

**Duration of the activities (in hours/days/years):**

**Full amount (incl. Transport, accommodation etc.)**

**Prize of the activity:**

**Prize of the materials:**

**Transport and accommodation:**

**Total amount applied for:**