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| **REQUEST FOR SUPPORT FOR STUDIES LEADING TO AN ACADEMIC QUALIFICATION** |

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| ***Surname, Name*** | Enter name and first name. | ***Dept/Group*** | Dept/Group. |
| ***Contract Status*** | Select from list | ***End date*** | If LD |
| ***Benchmark Job*** | Enter BMJ | | |
| ***Highest qualification (at time of submission)*** | Highest qualification at the time of submission | | |

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| ***Course Title*** | Exact title of the academic studies. |
| ***University/Institute*** | Name of university or institute. |
| ***Course Period*** | Start and end date |
| ***Workload*** | Total time including personal work. Indicate also how much time during normal working hours |
| ***Fees*** | Enter fees in currency - attach document indicating costs |

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| ***Benefits for CERN (Description by the staff member)*** |
| Describe here the benefits for CERN. |

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| ***Direct supervisor comments and recommendation*** | | |
| Comment on the above, and recommendation | | |
| ***GL Comments and recommendation*** | | |
| Comments on the above and recommendation. | | |
| ***DH Decision (add date)*** | ***CERN contribution*** | |
| Decision of the Department Head | ***Date*** | Date decision |
| ***Time*** | Number of days |
| ***Cost*** | Amount in CHF. |
| ***Follow up (by the DTO)*** | | |
| Notes from DTO on actions taken after decision. | | |