**ANNEX 2**

San José, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_

**Sir or Madam**

**Dean of GSPM**

**UCI**

Dear Sir or Madam:

By this means, the undersigned (names and two surnames), with (type of identification: identity card, resident card, passport), number (in numbers), with graduate academic degree (the degree), obtained in the year (put the year), granted by (the University that extends the academic degree), I state that I agree to be a Reader, of the Final Graduation Project of the student (name with two surnames).

The reading work is done for the student to opt for the degree of Master in Project Management awarded by the University for International Cooperation (UCI), and I will perform it in an objective, ethical and professional manner according to the relevant provisions provided by the UCI and the National Council of Private Higher Education (CONESUP).

The name of the Final Graduation Project, approved in the Project Charter, approved by (the tutor of the FGP) is (put the name of the FGP).

I declare that I have more than enough experience and knowledge for this work of reading.

I understand that the deadline for the reading report is 10 working days and then I will participate in the respective process and subsequent signature of the thesis evaluation, within the stipulated time, with which I will put all my availability and technical and academic knowledge at the service of supervision and support of the student.

Sincerely yours,

Full Name

Office and cell phone

E-mail address

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | **PERSONAL INFORMATION** | | | | | | **Photo space** |
|
|
|
|  |  |  | |  |
| First and Last Name: |  | | | |
| Nationality: |  |  | |  |
| Identification document number: |  |  | |  |
| Type (passport/ID card/DNI/other): |  |  | |  |
|  |  |  | |  |
| Highest academic degree obtained (check): | Master's Degree | PhD | |  |
| Professional certifications obtained and year: |  | | | |
|  |
|  |
|  |  |  | |  |
| Current Occupation/Profession: |  | | | |
| Phone numbers: |  |  | |  |
| Office: |  |  | |  |
| Cell: |  |  | |  |
| Home: |  |  | |  |
| Email 1 |  | | | |
| Email 2 |  | | | |
|  |  |  | |  |
| **ACADEMIC DETAILS** | | | | |
|
| First University Degree (check): | Bachelor's University degree | | Licenciate |  |
| Name of degree obtained: |  | | | |
| Educational Institution |  | | | |
| Graduation Date |  |  | |  |
|  |  |  | |  |
| Second University Degree (check): | Licenciate degree | Master’s degree | | PhD |
| Name of degree obtained: |  | | | |
| Educational Institution |  | | | |
| Date of Graduation |  |  | |  |
|  |  |  | |  |
| Third University Degree (check): | Licenciatura | Maestría | | Doctorado |
| Name of degree obtained: |  | | | |
| Educational Institution |  | | | |
| Date of Graduation |  |  | |  |
|  |  |  | |  |
| Additional Studies (specify degree, institution, year of completion): |  |  | |  |
| First: |  | | | |
| Second: |  | | | |
| Third: |  | | | |
|  | | | | |
| **EMPLOYMENT DETAILS** | | | | |
|
| In each case mention the specific time worked in project management and the names of the projects. | | | | |
|  |  |  | |  |
| Name of current place of employment: |  | | | |
| Phone: |  |  | |  |
| Position held: |  | | | |
| Date of Entry: |  |  | |  |
| Description of your duties: |  | | | |
|  |
|  |
|  |
|  |  |  | |  |
| Name of previous place of work: |  | | | |
| Phone: |  |  | |  |
| Position held: |  | | | |
| Date of entry: |  |  | |  |
| Date of departure: |  |  | |  |
| Description of your duties: |  | | | |
| Name of current place of employment: |
|  |
|  |
|  |  |  | |  |
| **TEACHING EXPERIENCE** | | | | |
|
| NAME COURSE | COURSE PROGRAM | INSTITUTION | | YEARS |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
| **SIGNATURE** | | **Date:** | |  |