

# Academic / Teacher recommendation letter

in order to apply for the  
**Scholarship programme**

The Konrad-Adenauer-Stiftung e.V. (KAS) provides financial support as well as encouragement to German students of all fields of studies at universities, technical universities, universities of education, universities of the arts and music as well as universities of applied sciences. **School leavers with higher education entrance qualification** and **students** of said institutions, of whom extraordinary scientific achievements can be expected due to their personalities and talents, can apply for the scholarship programme. The applicants have to show their political sense of responsibility and social open mindedness. Moreover, they have to prove that they have been willing to work on a voluntary basis for institutions and organisations within the academic, political or social realm.

The **academic / teacher recommendation letter** plays a vital role in selecting candidates for our programme. We would therefore ask you to set high standards for your evaluation. Please send the completed appraisal to the applicant who asked you for an expert opinion. He/she will upload the recommendation letter together with the application via our portal. We ask for your understanding that we will no longer be able to process appraisals received by letter mail or e-mail.

## The recommendation letter is to give information about

1. the basis on which this evaluation is provided
2. whether, and if so, how the applicant has stood out in class (e.g. excellent oral participation or term papers)
3. the outstanding skills and talents perceived during an interview for the recommendation letter that might have been conducted
4. how the applicant's achievements at school or university are to be evaluated in comparison to his / her fellow students

Questions requiring an answer by means of scales are to be answered against this backdrop of comparison. Of course you may leave questions unanswered.

### Important

In order to apply for an admission effective from the **summer term**, the academic / teacher reference letter has to be submitted by the applicant herself/himself by **January, 15, of each year**, for an admission effective from the **winter term** by **July, 15, of each year**; the personal reference letter should not be dated back more than **3 months**.

**Please do not write on this form's back sides. If possible, please draft your letter electronically and print it or fill in this form in block letters and black ink.** Should this form not be sufficient for your letter you may add one or more additional sheets of paper.

# Academic / Teacher recommendation letter for

**Ms**

**Mr**

Name

Major

Minor

## Recommender information

Name

Address

School / University

Official position

Institute

Subject taught

Specialisation

**Since when have you known the applicant?**

## Your evaluation of the applicant is based on ...

- 1** ... the applicant having been your student at school
- ... the applicant having participated in your seminars /  
lectures / tutorial classes / internships
- ... an interview conducted for the recommendation letter
- ... other sources
- 2** ... oral participation / tests
- ... written tests / term papers or the like
- ... oral and written tests
- 3** ... your own impressions exclusively
- ... your own as well as your colleagues' impressions



**How would you rank the applicant in terms of performance, aptitude and personality?**

- Outstanding
- Very good
- Good
- Satisfactory
- Poor

**Please indicate - as far as possible - how you perceive the applicant in comparison with his / her fellow students (same field of study and same amount of semesters studied).**

Example: If you mark 90, this indicates the following: You feel that about 10% of comparable students perform better and about 90% worse regarding the respective traits.

**1 Know-how**

100    95    90    85    80    75    70    65    60    55    50    < 50    k. A.

**2 Understanding**

100    95    90    85    80    75    70    65    60    55    50    < 50    k. A.

**3 Intellectual independence**

100    95    90    85    80    75    70    65    60    55    50    < 50    k. A.

**4 Accurateness of submitted work**

100    95    90    85    80    75    70    65    60    55    50    < 50    k. A.

**5 Sophisticated oral communication skills**

100    95    90    85    80    75    70    65    60    55    50    < 50    k. A.

**6 Diligence**

100    95    90    85    80    75    70    65    60    55    50    < 50    k. A.

Number of the students \_\_\_\_\_ in the reference group (e.g. number of students having studied for the same amount of semesters)

**Can already be anticipated that the applicant will write a particularly challenging scientific thesis (e.g. Bachelor´s / Master´s / diploma thesis, dissertation)?**

yes  no

Comment

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**Which reasons speak in favour of / against the applicant studying his / her subject combination?**

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**Additional comments on the applicant´s personality**

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**Do you recommend that the applicant be admitted to the Konrad-Adenauer-Foundations´ scholarship programme / promotion programme for young journalists?**

- Strongly and unreservedly       Highly  
 Without reservation               With some reservation

Place, date

Signature

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