

General guidelines for submitting letters of recommendation for scholarship applications that support the promotion of gender equality in Bavaria - Promoting equal opportunity for women in research and teaching

The objectives of this funding are to overcome existing barriers by supporting equal opportunities for women in research and teaching, to increase the percentage of women at all levels of scientific qualifications and their corresponding degrees, and to strengthen the number of women in leadership positions at research and teaching institutions.

The letter of recommendation is of critical importance in the selection of qualified candidates. We, therefore, ask that you apply strict standards in preparing your recommendation. **The following criteria and questions serve as mere guidelines for your letter of recommendation.**

Please be certain, however, to provide an overall assessment based on the ranking listed in number 4.

1. Basis for Assessment

- Did a discussion regarding this letter of recommendation take place?
- How do you know the applicant?
- How long have you known the applicant?
- What information is your assessment based on?

2. Qualifications of the Applicant

Assessment of academic qualifications based on the following criteria:

- a) Academic achievements
- b) Performance in the phase of the doctoral dissertation
- c) Performance in the phase of the post-doctoral degree (*Habilitation*)

- d) Performance in teaching
- e) Quality of publications
- f) Acquisition of third party funding
- g) Further scientific engagement
- h) Additional engagement and competencies, where appropriate
- i) Personal situation, where appropriate

3. Assessment of Proposal

Assessment of the proposal based on the following criteria:

- a) Scope of preliminary work
- b) Quality
- c) Originality
- d) Research plan / Research goal
- e) Feasibility / Time plan

4. Overall Assessment

- I support the applicant without reservation.
- I strongly support the applicant.
- I support the applicant.
- I support the applicant with reservation.
- I do not support the applicant.

5. Employment Situation

Please provide information regarding the number of people you employ in your research groups per position.

Please explain why you can no longer fund the applicant for a position.