

TISE Application Information for Referees for writing Letters of Recommendation

Krems/Austria, October 2023

Dear Sir or Madam,

You have been asked by a person who wishes to apply to the TISE programme to write a **letter of recommendation**. We would like to thank you in advance for your support.

TISE – Master in Transition, Innovation and Sustainability Environments – programme is an Erasmus Mundus Joint Master Degree (EMJMD) supported by the Erasmus+ Programme of the European Union. Find out more about TISE on tise-master.eu

For the letter of recommendation we kindly ask you to take notice of the following:

- To be a referee and write a letter of recommendation you should be a university professor / a university lecturer or a supervisor at work and know the recommended person from teaching him/her in university or from supervising him/her at the workplace.
- The letter should be written in English language, typed on headed paper of your institution (if possible), bear a stamp of the institution (if possible) and your signature (mandatory) and include your contact details, i.e. address, phone, e-mail (mandatory). Please understand that we cannot accept letters with electronic signature or if the signature is integrated as a graphic item into an electronic document.
- The letter should be a maximum of one page.
- The letter should refer to the following questions/elements:
 - For professors/lecturers: Please state your subject and your position/function at your university. For supervisors: Please describe your function in which you supervised the applicant.
 - For how long have you known the recommended person? Where did you get to know him/her (in which classes/subjects or in which working situations)?
 - How would you judge his/her academic performance or work performance? If you know the person from university teaching: Compared to other students from the same cohort, how would you rank his/her academic performance (e.g. in the top 10/20/30/40% of students)?
 - How would you judge his/her personal skills (e.g. team work, communication skills, rhetoric skills, other)? Please shortly describe from which situations in class/at the workplace you judge them.
 - How do you estimate the recommended person's plan to build on a career in research and innovation in higher education? Please take into account the subject of the person's first university degree, the objectives of the TISE programme and – if applicable – the person's work experience.
 - From your personal impression: What makes the person you would like to recommend special?



Please give the signed letter to the recommended person who will hand it in as a scanned copy with his/her electronic application.

Should you have any questions, please contact us (e-mail: tise@donau-uni.ac.at)

Sincerely,

TISE Secretariat

Ms. Liliya Sataalkina

University for Continuing Education Krems / Donau-Universität Krems

Department for Knowledge and Communication Management (WUK)

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