



### Guideline for references issued by academic staff of the EEM (Developing Countries) Programme

As a measure of quality management we have implemented rules and criteria for issuing academic and professional reference letters. This is in the interest of all alumni who request for references, as it helps to maintain the value and quality of reference letters issued by lecturers of the EEM programme.

- If you want us to issue a **professional reference letter** you have to submit a short description of your professional activities in the past years, the job you are applying for and your motivation to apply for this job. We can only issue professional reference letters if you were in regular contact with the programme after graduation and if we are informed about your professional activities.
- If you want us to issue an **academic reference letter to apply for a Master programme** you have to submit a description of the programme you are applying for and a statement on your motivation to study in the specific programme (ca. 400 words).
- If you want us to issue an **academic reference letter to apply for a Phd programme** you have to submit a description of your Phd project (ca. 800 words).
- In all cases we need a scan of your ARTES/SESAM/EEM transcript, showing your final grade, the grade and topic of your Master thesis and, if available, your ranking in the group.
- **Academic references** are submitted only directly and confidentially to the University you are applying for.

Professors and lecturers are not obliged to issue reference letters. They will decide based on the quality of the submitted documents.

Please understand that we can issue reference letters only if the following minimum requirements are fulfilled:

Type of reference	Minimum grade of Master Thesis	Minimum final grade
Professional reference	No restriction	No restriction
Reference for further Master studies	2,3	2,0
Reference for Phd studies	1,7	2,0