

Information for referees

Thank you for acting as referee for an applicant to the M.Sc. program Environmental Governance at the University of Freiburg, Germany. Our study program requires applicants to provide two references. Because the program is very selective, reference letters are an integral part of the application and selection process. The information below sets out what we are looking for in a reference and how to provide a reference that will be of most value to our academic assessors. The M.Sc. Environmental Governance curriculum is a highly interdisciplinary program with a strong emphasis on social sciences. The program seeks to provide students with the knowledge and abilities needed to address complex environmental challenges, preparing them to work in a variety of fields such as environmental policy, corporate governance, and international cooperation. For more information, see the program's webpage at www.meg.uni-freiburg.de.

Formal requirements of reference letter

The reference letter should be:

- written in English or German and typed.
- typically 500-1,000 words long and normally not exceed two pages.
- dated and not more than one year old.
- signed by the author.
- on a letter head.
- stamped if possible.
- contain the contact details of the author including institutional or work email address and telephone number; letters with only a personal email address cannot be accepted.
- submitted as a PDF file named with your surname and the surname of the student (<XXX for YYYY.pdf>) to info-meg@unr.uni-freiburg.de.

Content-related aspects of reference letter

We are looking for insights on the applicant's general suitability to undertake the above-mentioned Master-level program and how well the program matches the student's experience and interests.

Academic referees may comment on the student's suitability for the program and its level of qualification (M.Sc.), given their existing study-related experience.

Employers might explain how the student's work experience is relevant to the study program and refer to practical skills on the job.

A reference will be most useful to us, and to the student, if you can give specific examples of projects or tasks they have conducted and the results they have achieved.

- Briefly explain how you know the candidate (for how long, in which capacity)
- Evaluate the student's academic performance relative to others. If possible, indicate the size of the group against which you are comparing the student.

- Give evidence of the following examples of skills (where possible/relevant):
 - intellectual curiosity
 - abilities in critical thinking
 - analytical reasoning and coherent argumentation
 - independent and collaborative work
 - written and oral communication skills
 - time management
- Evaluate the student's motivation, paying particular attention to how they persevere in the face of difficulties and how driven they are to finish assignments.

Submitting your reference letter

Please note that references must be received by our program's application deadline, i.e. May 15th, in order for that application to be considered.

Should you have any questions, please contact the MEG Programme Assistant under: info-meg@unr.uni-freiburg.de.

