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|  |  | |  | Department of  Veterinary Medicine | |
| To whom it may concern |  | |  |  | |
|  | |  | Dr. Juliane Kofer Institute of Immunology Robert-von-Ostertag-Str. 7-13 14163 Berlin | |
|  | |  | Germany | |
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|  | |  | Phone: +49 (0) 30 838-72590 | |
|  | |  | Email: grk2046@fu-berlin.de | |
|  | |  |  | |
|  | | | Berlin, December 2018 | | |

**Request for a reference for an applicant to the PhD Program “Parasite Infections”**

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Dear Referee,

You have been asked to provide a reference for an applicant to the DFG Research Training Group 2046 “Parasite Infections”. Parasite Infections provides a cutting-edge curriculum to educate “next generation” parasitologists. In an interdisciplinary approach, graduates are trained in molecular approaches, cellular interactions and organismic studies on key parasites of model organisms, free-ranging animals and humans. We are a member program of the ZIBI Graduate School in Berlin that provides excellent training in infection biology and immunology in some of Germany's leading research institutions. The scientists are affiliated to institutes of the Humboldt-Universitaet zu Berlin, the Freie Universitaet Berlin and the Charité –Universitaetsmedizin Berlin, and well-known non-university research institutions, i.e. the Max Planck Institute for Infection Biology, the Max Planck Institute for Colloids and Interfaces, the Leibniz Institute for Zoo & Wildlife Research, and the Robert Koch Institute. For further information, we kindly ask you to visit our website: http://www.vetmed.fu-berlin.de/grk2046.

We would be very grateful if you could provide us with an evaluation of the applicant's academic and personal suitability for postgraduate studies. Our school is highly competitive, and we kindly ask you to give your frank opinion in order for us to ensure a fair selection process. All recommendations are kept strictly confidential.

In order to allow a fair and equal assessment of all applicants, we ask you to use only the “standard reference form” provided with this letter. You may fill in the form using Microsoft Word, and send us the completed and signed version as either a PDF or a JPEG. Your reference will be kept confidential and we highly appreciate your openness. Please send the completed and signed “standard reference form” directly to [grk2046@fu-berlin.de](mailto:grk2046@fu-berlin.de?subject=Reference%20for%20an%20applicant) from your institutional e-mail address (please do not use a personal e-mail address, such as gmail or yahoo). Please do not send a copy of your reference to the applicant or ask the applicant to send the reference to us. In this case, the application will have to be rejected.

The application cannot be considered until we have received your evaluation. Since all applications will be reviewed shortly after the application deadline (Sunday, **30 September, 2018**), please make sure that you respond in time.

In case of technical problems, please do not hesitate to contact me. Thank you very much in advance for assisting in the evaluation of the applicant. If you have any questions, please do not hesitate to contact me.

Yours sincerely,   
Dr. Juliane Kofer

**Standard Reference Form**

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**Please return by Sunday, 30 September, 2018 the latest.**

|  |  |
| --- | --- |
| Applicant's full name |  |
| Your data |  |
| Last name (please without title(s)) |  |
| First name |  |
| Title / position |  |
| Institution |  |
| Postal address |  |
| Email address |  |
|  | |
| **Period of time I have worked with her / him** | |
| from (MM.YYYY) |  |
| until (MM.YYYY) |  |
| as her / his |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Please rate the applicant relative to a representative group of students on the same level of education.** | poor | average | good | very good | outstanding | don’t know |
| Overall scientific ability and promise |  |  |  |  |  |  |
| Theoretical knowledge |  |  |  |  |  |  |
| Technical proficiency |  |  |  |  |  |  |
| Ability to work independently |  |  |  |  |  |  |
| Ability to work in a team |  |  |  |  |  |  |
| Analytical ability |  |  |  |  |  |  |
| Motivation / commitment |  |  |  |  |  |  |
| Flexibility / creativity |  |  |  |  |  |  |
| Responsibility |  |  |  |  |  |  |
| Emotional stability and maturity |  |  |  |  |  |  |
| Proficiency in English |  |  |  |  |  |  |

The letters of recommendation play an important role in our selection process of the candidates.   
A careful distinction of strong and weak points is more helpful to the candidate than standard phrases. Please give your personal impression about the strengths and limitations of the candidate for graduate study.

Please consider the following points in your recommendation:

How well do you know the applicant, and for which duration of time did you have contact with her/him? What is your impression of the applicant's intellectual capacity and ability in research? Where does the applicant rank among the students you have encountered? Did you supervise her/him in a research project? How important were her/his contributions? Did she/he contribute own ideas?

|  |  |
| --- | --- |
|  |  |
| Location and date | Signature |

Thank you very much!