

Dear applicant,

Please provide each of your referees with a copy of this form, in addition they will be notified via email to upload your reference letter to our system via an automated email. (in case you put in their email address – recommend for candidates who are not in the possession of the letter).

Dear Referee,

[Mr/Mrs] [candidate name] is applying for a PhD scholarship at the Einstein Center for Neurosciences Berlin (www.ecn-berlin.de) and suggested you as a potential reference. Thank you for taking the time and writing a letter of recommendation on her/his behalf. We devised this set of questions to help you make your letter most beneficial to the applicant. The information we are looking for in a recommendation letter is the following (please feel free to answer as you see fit):

- How long and under what circumstances have you known the applicant?
- How do you judge the applicant's overall academic performance?
- How do you rate the applicant's scientific/academic knowledge?
- If applicable: How do you rate the applicant's practical skills and aptitude to work in a research lab?
- How do you rate the applicant's command of the English language? Does it suffice for advanced academic work?
- What can you tell us about the applicant's personality, e.g. her/his strengths?
- Overall, what can you say about the applicant's qualification, potential and motivation to enter into an interdisciplinary, international doctoral program?
- How would you rank this graduate student compared to your other students? Please give us a value expressed in percent, e.g., top 5 percent, best 20 percent, etc.

Application deadline: January 7th, 2020

Submission deadline for letters of reference: January 19th, 2020

For any further questions please contact: application@ecn-berlin.de

Thank you very much for your assistance!

Kind regards,
the admission team
Einstein Center for Neurosciences Berlin