



# Evangelisches Studienwerk e.V. Villigst

*Wir bewegen Wissen.*

[www.evstudienwerk.de](http://www.evstudienwerk.de)

## ***Information for referees in the application process for a doctoral scholarship***

Evangelisches Studienwerk e.V. Villigst is the German Protestant Church's scholarship programme. For over 60 years, we've provided financial and spiritual support to talented and committed students and doctoral researchers of all disciplines.

A number of documents are required to apply for a scholarship. A vital part of the application is your reference, which will provide us with information about the applicant's character, qualifications, talents and activities.

We will only award a scholarship grant if

- > the applicant has successfully completed a university degree, giving them access to a doctoral programme;
- > and if their doctoral project is expected to make a significant contribution to research in their field.

Where admission to a given doctoral programme does not require completion of a university degree, we are also happy to sponsor those without a degree, who wish to embark on a PhD.

References can only be provided by professors, university lecturers with doctor titles, or individuals holding a professorship without a doctor title (e.g. junior professors, assistant professors, etc.), but who are permitted to mentor students and administer exams. The references are vital to the granting of a scholarship. As a referee, we therefore ask that you explain and evaluate all relevant facts and circumstances in your reference, whether favourable or unfavourable to the individual's application. Please answer the following questions in your reference:

- > How would you evaluate the applicant's performance so far in their studies/examinations?
- > Does their performance indicate that they have an aptitude for academic work?
- > Is their intended doctoral project likely to make an important contribution to research in their field? What are the strengths and weaknesses of the applicant's intended thesis project?
- > Do you feel that their thesis timeline is realistic?

### **Important!**

The reference must be provided on your institution's official headed paper and include your **full contact details** (name, address, telephone numbers). It must be **signed by hand (no electronic signatures allowed)** and **submitted in the original**. It should be a minimum of 1 DIN A4 page and a maximum of 3 DIN A4 pages. Please send the reference back to the applicant in a sealed envelope or submit it to us separately.

We cannot accept references from family members or close relatives.

You can find up-to-date information about the application process, requirements, documents and deadlines on our website at [www.evstudienwerk.de](http://www.evstudienwerk.de).