



Letter of Recommendation Guidelines

Master's Program in Molecular Medicine
Charité-Universitätsmedizin, Berlin

Letters of recommendation play a key role in the decision of the admissions committee as to whether to accept a student to our program or not. Thus, the more information a referee can provide about an applicant, the better. Likewise, referees who write only a few sentences, or provide information that is not useful to us, more or less guarantee that the applicant will not be accepted. This is often very unfortunate because it could well be that the candidate has excellent qualifications and would excel in our program. However, given the number of applications we receive each year, and the number of good letters that come with them, students whose referees have submitted poor letters have little chance of being accepted. Thus, we encourage referees to answer as many of the following questions as possible.

When answering these questions it is most helpful if you can give concrete examples to illustrate your points.

- 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 knowledge?
- How do you rate the applicant's knowledge particular to the field of molecular medicine? Give examples where possible.
- **Very Important: What specific techniques has the applicant not only learned, but also carried out? What sort of experiments have they performed themselves in the lab? To what extent do they have hands on research experience?**
- 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, strengths, and weaknesses?
- Overall, what can you say about the applicant's qualification, potential, and motivation to enter into an advanced course of study?
- How would you rank the student compared to your other students? Please give us a value expressed in percent, e.g. to 5%, best 20%, etc.

Please note: Letters of recommendation should be uploaded to the applicant's electronic application file through a link sent automatically to the referee. If for any reason the link does not work, letters can be sent via email to admissions-molmed@charite.de. Letters of recommendation are **due by May 31st**.

If you have further questions, please don't hesitate to contact us. I am very willing to answer your questions.



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