

Professor Dr. Bernhard Stahl

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Information on the preparation of letters of reference and reports

Dear students at the Chair of International Politics,

In order to be able to cope with the sharp rise in the demand for references, we would like to ask you read the following guidelines in order to enable a timely and optimal processing of your inquiries:

- Since a reference presupposes that we know you personally, you should, in addition to the lecture, have visited a seminar (PS, HS, FS, WÜ, Master class, etc.) by Prof. Dr. Stahl or one of the lecturers at the chair. In some cases, an interview is also possible.
- In order to ensure a timely preparation of the report, we kindly ask you to send all necessary documents (see below) to the chair **at least 3 weeks** before the submission deadline of the reference.
- **Please complete the attached form completely and add all necessary documents.**

Please attach the following documents to the form:

- Curriculum vitae
- Current HISQIS extract
- Possibly short sketch of the program/ project you are applying for
- Possibly reference template form of the institution you are applying for.

Form for issuing references

1. Personal Information

Last Name:	
First Name:	
Immatriculation Nr.:	
Adress:	
Phone Nr.:	
E-Mail:	
Current course of studies and expected degree:	
Intended graduation date:	
Previous course of studies and degree (if applicable):	

2. Visited courses at the chair for international relations (including lectures)

Name and type of course (VL, WU, PS, HS)	Professor/Lecturer	Semester	Grade	Topic of presentation (i.a)	Topic of seminar paper

3. Theses that have been prepared/ are in work at the chair

BA/MA	Title	Supervisor	Grade

4. Additional Information about extracurricular activities

Activity (Internship, semester abroad, volunteer work or other extra-curriculars, etc.)	Period of time	Organisation or institution	Place

5. Information about the programme or position you are applying to

Programme or position	Name of the University or organisation	Address to which reference should be sent to	Deadline for the reference	Language	Delivery A: Mail (indicate address) B: E-Mail (indicate address) C: Online Portal D: Other
				<input type="checkbox"/> DE <input type="checkbox"/> EN	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D Details:
				<input type="checkbox"/> DE <input type="checkbox"/> EN	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D Details:
				<input type="checkbox"/> DE <input type="checkbox"/> EN	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D Details:
				<input type="checkbox"/> DE <input type="checkbox"/> EN	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D Details:

Remarks: