



## Report to accompany a fellowship application within the LGF Program

### GENERAL INFORMATION

Meaningful applicant evaluations are of great importance in the process of selecting the fellowship recipients in the Landesgraduiertenförderung (LGF) program. Because the selection process is highly competitive, a formal comparability of the evaluations makes it easier for the selection committees to assess and rank the doctoral projects. As part of the two-stage selection process, the evaluations speak to the academic qualifications and personal aptitude of the applicants, and also serve as a professional assessment of the eligibility of the dissertation project.

Using this form, please evaluate the applicant with regard to:

1. their academic qualifications
2. the subject matter, methodology and schedule of their doctoral project
3. the research project within the larger context of the research field
4. any other relevant comments or assessments

The awards committee of Heidelberg University requests that you make a realistic and nuanced evaluation of the doctoral candidate based on the above criteria. Meaningful and comprehensive evaluations are an important component of a well-founded awards decision.

### WHO CAN WRITE AN EVALUATION?

The evaluations can be written only by university professors as defined [§ 44 \(1\) Nr. 1, LHG Baden-Württemberg](#). As a rule, these are professors, junior professors, junior group leaders, or lecturers with a Habilitation or equivalent qualification.

The evaluator should know the applicant personally, and should be familiar with the applicant's academic performance and abilities as well as with the planned research project. Ideally, one of the reports will be written by the primary supervisor or a TAC (thesis advisory committee) member.

**Please note that the evaluations are confidential and should not be revealed to the applicant.**

**IMPORTANT TECHNICAL INFORMATION REGARDING THIS EVALUATION FORM**

Please save this PDF on your computer before filling it out in order to ensure that your data is transferred correctly. After filling out the form, please re-save the file and upload it on the following website: [https://adb.zuv.uni-heidelberg.de/sach/INFO\\_STIP\\$.gutachter?M2=10](https://adb.zuv.uni-heidelberg.de/sach/INFO_STIP$.gutachter?M2=10)

**Notice to Mac OS users:**

Please use [Adobe Reader for Macintosh](#) to fill out and save the form. Forms filled out with the integrated PDF preview from Mac OS may not display correctly in Windows.

**Report to accompany a fellowship application within the LGF Program submitted**

by  Prof.  PD \_\_\_\_\_  
(name of evaluator)

for \_\_\_\_\_  
(name of applicant)

**Evaluator's personal information**

Office address:	_____
Institute:	_____
University:	_____
Country:	_____
Office phone:	_____
Office email address:	_____

**Information about the applicant**

1. How long have you known the applicant and in what capacity?
2. Has she/he taken written/oral examinations in your courses? <input type="checkbox"/> Yes <input type="checkbox"/> No
3. What grade(s) did she/he earn?

4. Brief assessment of the applicant, with particular reference to her/his aptitude for scientific research:  
(max. 12 lines)

5. How would you rate the applicant's abilities in comparison with other students in the same course in the same semester? (this section is required)

	subject knowledge	independent research
excellent	<input type="checkbox"/>	<input type="checkbox"/>
good to very good	<input type="checkbox"/>	<input type="checkbox"/>
satisfactory to good	<input type="checkbox"/>	<input type="checkbox"/>
average	<input type="checkbox"/>	<input type="checkbox"/>

6. Does the applicant work in your institute?  Yes  No

7. If so, in what capacity?

8. Please give a brief outline of the applicant's work (please use text box number 10 for further comments)

a) in terms of content:

b) in terms of methodology:

c) in terms of significance for research in the subject :

9. How would you assess the time plan for the dissertation?

*(max. 10 lines)*

10. Additional comments/recommendations

*(max. 35 lines)*

(if you submit reports for several LGF applications, please rank them in this field)