



LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN

DIE FRAUENBEAUFTRAGTE
DR. MARGIT WEBER, AKAD. DIREKTORIN



**Guidelines for Writing Referee Reports for Scholarship Applications
as part of the 2018 Bavarian Equal Opportunities Sponsorship
*Bayerische Gleichstellungsförderung (BGF)***

Promoting Equal Opportunities for Women in Research and Teaching

The goals of the BGF sponsorship are:

- overcoming existing structural barriers to achieving equal opportunities for women in research and teaching;
- increasing the share of women at each post-PhD scientific qualification-level and the share of women receiving the respective diplomas;
- and increasing the number of women in leadership positions at institutions of research and teaching.

The referee report plays a key role when suitable candidates are being selected. Therefore, we request that you base your evaluation on rigorous standards.

The following are proposed and recommended criteria and questions for your report. In order to achieve a certain degree of formality and to make the reports easier to compare, we urge that you observe these criteria.

In any case, please make an overall assessment using the grading levels listed under item 4.

1. Bases for the assessment

- Did a conversation with the applicant occur while this report was being generated?
- How did you become acquainted with the applicant?
- How long have you known the applicant?
- What do you base your assessment on?

2. Applicant's qualifications

Assessment of scientific qualifications using the following criteria:

- a) Achievements in academic studies
- b) Achievements as part of the dissertation
- c) Achievements as part of a post-doc project



- d) Achievements as part of the “habilitation”
- e) Achievements in teaching
- f) Quality of publications
- g) Raising third-party funding
- h) Other scientific involvements

3. Assessment of the applicant’s project

Assessment of the project using the following criteria:

- a) Strength of the preliminary work
- b) Quality
- c) Originality
- d) Internationality
- e) Research plan / research goal
- f) Feasibility / time schedule

4. Overall assessment

I support sponsorship of the applicant:

- emphatically/strongly and without any reservations.
- strongly
- in general.
- with some reservations.
- not at all.

Important information:

1. Please send the referee report **directly** to the Women’s Representative at Ludwig Maximilians-Universität in Munich: Frauenbeauftragte der Ludwig-Maximilians-Universität München, Geschwister-Scholl-Platz 1, 80539 München.
2. The **final deadline** for receipt of applicant referee-reports is **March 22nd, 2018**. Further information on BGF can be found at www.frauenbeauftragte.lmu.de.
3. The referee report can be sent in advance by email or fax. However, it is still necessary to send the signed original by mail.
4. Referee reports from Junior-Professors will not be accepted.

Stand: Januar 2018