



LUDWIG-  
MAXIMILIANS-  
UNIVERSITÄT  
MÜNCHEN

DIE FRAUENBEAUFTRAGTE  
DR. MARGIT WEBER, AKAD. DIREKTORIN



**Guidelines for Writing Referee Reports for Scholarship Applications  
as part of the 2017 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 Mar 17<sup>th</sup>, 2017.** Further information on BGF can be found at [www.frauenbeauftragte.lmu.de](http://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.