

## Evaluation for International Student Mobility

**Note for evaluators:** Full-time university teaching staff with doctorates who oversee courses throughout an entire semester can issue the evaluation. The evaluation must be submitted by email to the Department of International Affairs **by the evaluator** (for Hamburgglobal: hamburgglobal.pv@uni-hamburg.de; for the Central Student Exchange Program: zentralaustausch@uni-hamburg.de). The evaluation issued for the Central Exchange can be re-used for the student's application for Hamburgglobal to get funding for the same stay abroad. Please indicate your consent:

I agree that my evaluation will be re-used for Hamburgglobal.

I do not agree that my evaluation will be re-used for Hamburgglobal.

*Hamburgglobal Funding*

*Central Student Exchange Program*

### Evaluation for:

(Last Name)

(First Name)

(Date of Birth)

I know the applicant

well                    a little                    since: \_\_\_\_\_

The applicant is among the top

5%        5% 10%        20%        30%        No assessment possible

of her/ his class/ study program.

### Assessment of Qualification

Applicant

a) Academic qualification

Excellent	Very Good	Good	Average	Not Sufficient

b) Personal aptitude

Excellent	Very Good	Good	Average	Not Sufficient

Stay abroad

a) Academic value of the stay abroad

Excellent	Very Good	Good	Average	Not Sufficient

b) Preparation and feasibility

Excellent	Very Good	Good	Average	Not Sufficient

**Evaluation for:**

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(Last Name)

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(First Name)

**Overall assessment:**

- Please describe how you know the applicant
- Assessment of the student's overall academic achievements
- Assessment of the student's personal aptitude
- Assessment of the academic value of the stay abroad

*(For Central Student Exchange: please write in English; for Hamburglocal: German or English are accepted)*

Strong recommendation

Recommendation

Conditional recommendation

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(Date)

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(Signature of evaluator)

Name/title of the evaluator: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

University: \_\_\_\_\_



## Handout for teachers

Preparing academic evaluations for the mobility programs  
Central Student Exchange Program and Hamburgglobal

### Who is permitted to issue an evaluation?

You are permitted to issue an evaluation if you belong to one of the following groups:

- professors and other full-time teaching staff with doctorates at the University of Hamburg
- professors emeriti of the University of Hamburg who are active in teaching
- acting professors (*Vertretungsprofessor:innen*) with doctorates at the University of Hamburg for at least one semester
- senior physicians at the University Medical Center Hamburg-Eppendorf

In exceptional cases, and only after consultation between the Study Abroad Team and the applicant, the following groups may issue an evaluation:

- research associates without doctorates at the University of Hamburg
- language tutors at the University of Hamburg

### Do you have to personally know the applicant well to issue an evaluation?

In the best case you have known the applicant for several semesters, but this is often not possible. The prerequisite for the academic evaluation is that the student has taken one semester course with you or has at least completed some form of coursework. In that case, please prepare your evaluation on the basis of written documents—for example, the documents for the study abroad application—or a short interview. **Master's students** who have switched to the University of Hamburg and who, due to deadlines, have to apply for a stay abroad directly at the beginning of their studies find it particularly difficult to find an evaluator. We therefore ask for your support in these situations.

### Why are academic evaluations a necessary part of the applications?

All applications are assessed by an interfaculty committee. In view of different grading cultures, expert evaluations are a key aspect of academic assessment. In addition, many partner universities and host institutions require that applicants submit evaluations for admission.

To avoid technical problems, please use Adobe Acrobat to fill in this document.

Thank you for supporting our students' international mobility. If you have further questions, contact Annette Listmann, head of the Study Abroad Team: [annette.listmann@uni-hamburg.de](mailto:annette.listmann@uni-hamburg.de) or Tel: +49 (0)40 42838-7281.