



**LUND**  
UNIVERSITY

LUMES 2016 – 2018  
INSTRUCTIONS for  
**Letter of Recommendation**  
**Professional Reference**

Dear Professional Referee,

We greatly appreciate that you are able to provide a professional reference for an applicant to the 2016 – 2018 admission to LUMES, Lund University International Master's Programme in Environmental Studies and Sustainability Science. It will be important in our final assessment of the applicant's work capacity and general suitability to successfully complete the LUMES Programme, which is a truly international and interdisciplinary master's programme in *Environment and Sustainability* conducted entirely in English.

There is a professional reference form available on our website ([www.lumes.lu.se](http://www.lumes.lu.se)), which you are encouraged to use. If you write a Letter of Recommendation without using the form, please use a paper with a proper letter head from your organisation/company and stamp it with the official stamp of your organisation/company, if available. We cannot consider a Letter of Recommendation written on plain paper and in addition lacking a stamp.

Please begin the letter with *Letter of Recommendation for..... (Name of Applicant)*.

In the letter please answer the following 8 questions:

1. How long have you known the applicant, and in what capacity?
2. What is your assessment of the applicant's professional development and achievements?
3. What is your assessment of the applicant's ability and aptitude to constructively contribute to the goals of the employer, and to the achievements in the working place?
4. What is your assessment of the applicant's general character, diligence, creativity, and capacity for original thoughts?
5. What is your assessment of the applicant's ability to work (a) independently, (b) in teams?
6. If you are able to judge: What is your assessment of the applicant's proficiency in the English language?
7. What is your assessment of the potential of the candidate to successfully complete the international, interdisciplinary 2-year LUMES master's programme within the given time frame?
8. Finally, what is your overall recommendation to the Selection Committee at LUMES?

It is important that we get your e-mail address and telephone number, if we need to contact you for further information. We would very much appreciate if you write in English, although we also consider letters written in Swedish, Danish or Norwegian.

Please mail the Letter of Recommendation along with the applicants cover sheet in an envelope from your organisation directly to: University Admissions in Sweden, FE 20102, SE-839 87 Östersund, Sweden

The Letter of Recommendation should reach University Admissions in Sweden by February 1, 2016.

If you prefer to give the Letter of Recommendation to the applicant, you must seal the envelope, write your signature across the seal, and put cello tape across your signature.

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**LUMES**

Lund University International Master's Programme in Environmental Studies and Sustainability Science

Telephone: + 46 46 222 04 70

E-mail: [info@lucsus.lu.se](mailto:info@lucsus.lu.se) (Only for inquiries. Do **not** e-mail your recommendation letter)

Web: [www.lumes.lu.se](http://www.lumes.lu.se)