

# Standardised Letter of Recommendation

## Information for students who obtained their degree at a non Dutch university

- Letters of recommendation can be submitted in 3 different ways:
  - ask your referees to e-mail the letters to [admissiondocuments@uu.nl](mailto:admissiondocuments@uu.nl)
  - upload the letters of recommendation in your Osiris Online Application
  - or a combination of the two options above
- We use the standardised format of a Letter of Recommendation
- The person who fills out a letter of recommendation, should not be related to you (as a friend, member of your family etc.).
- The standardised letter of recommendation is in English. The comments must be written in English or Dutch.
- At least one letter should be provided by an academic who is able to comment on your performance as a student.
- The person who fills out a standardised letter of recommendation should be willing to answer questions from the Admissions Committee by email or telephone.
- Please give the person you ask for a letter of recommendation information about the Master's programme for which you apply.

On the next pages you will find information for the people who fill out the standardised letters of recommendation, in Dutch and in English.

## Information for students who obtained their degree at a Dutch university or at a Dutch University of Applied Sciences (Hogeschool)

- Letters of recommendation can be submitted by uploading them in your Osiris Online Application
  - On the next pages you will find information for the people who fill out the standardised letters of recommendation.
  - The person who fills out a letter of recommendation, should not be related to you (as a friend, member of your family etc.).
  - The standardised letter of recommendation is in English. The comments, if applicable, must be written in English or Dutch.
  - At least one letter should be provided by an academic who is able to comment on your performance as a student.
  - The person who fills out a standardised letter of recommendation should be willing to answer questions from the Admissions Committee by email or telephone.
  - Please give the person you ask for a letter of recommendation information about the Master's programme for which you apply.
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# Standardised Letter of Recommendation

## Information for referees

- The student will provide you with information on how to submit your standardised letter of recommendation.
  - It is not necessary to include information, which the applicant has already provided.
  - Please, make sure **to check both boxes** in "Self-Declaration statement" if you agree with the statements
  - The Admissions Committee may wish to contact you. Therefore we kindly ask you to include the following personal details in the letter:
    - Your full name and title(s)
    - Your job title
    - Your company name/name of the university/institution
    - Your institutional email address
    - Your telephone number
  - Below is a series of statements pertaining to student quality. Based on your experiences, please indicate how the applicant compares to other students at your institution using the rating system and comment boxes.
  - Please, **refer to a figure** that is provided on p.2 to assess the applicant according to what we mean with the assessment categories "Below average", "Average", "Above average", "Outstanding", "Truly exceptional".
  - For items in which you do not have appropriate knowledge of the applicant's quality, please select "Cannot assess".
  - We kindly ask you **to explain your ratings by providing reasons and examples in the text boxes** that are located below each category of skills. Your explanatory text will make your assessment more useful for us.
  - You may send your ratings directly to us without the applicant seeing them.
  - After you fill out the form, **please:**  
print out the form, manually sign **each page** and scan the whole document to a .pdf format. In this case, you can return the form to us in two ways:  
(1) directly to us (for applicants from non-Dutch universities: [admissiondocuments@uu.nl](mailto:admissiondocuments@uu.nl); for applicants from Dutch universities: [infobms@umcutrecht.nl](mailto:infobms@umcutrecht.nl))  
(2) or/and send it back to the applicant, if you wish. In the latter case, (s)he will submit it to us.
  - We prefer manually signed forms. You can, however, also choose to certify the form with your electronic signature. You have to do it not on each page, but once: at the end of the document. For that, please, follow the following path: Tools -> Forms & Signatures -> Certificates -> Add -> Open -> On the top of the document find "Certify (Visible Signature)" and, depending on whether you already have a digital ID or not, follow the suggested steps. At the end, make sure to choose "No changes allowed" under the field "Permitted Actions After Certifying" In case you choose to certify the form, we kindly ask you to send the form directly to us (for applicants from non-Dutch universities: [admissiondocuments@uu.nl](mailto:admissiondocuments@uu.nl); for applicants from Dutch universities: [infobms@umcutrecht.nl](mailto:infobms@umcutrecht.nl)).
  - In the email conversation, please, include the student number. Please, do not return the form with an electronic signature to the applicant!
  - Thank you very much for your co-operation.
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**Standardized Letter of Recommendation Form**

**Self-declaration statement:**

I certify that I fill out this form myself.

I certify that the information that I am about to provide is true and complete to the best of my knowledge.

**Name:**

**Date:**

Applicant's Name  
(surname, first name):

Country:

Specialty:

Name of Referee:

Institutional Email:

Current Position:

Professorial Rank (if applicable):

Institution Name:

Telephone Number:

**BACKGROUND INFORMATION**

1. *For how long have you interacted with the applicant?*

< 2 weeks

6-12 months

1 month

1-2 years

1-6 months

2+ years

2. *In which capacity do you know the applicant?*

I have taught him/her the following:

I supervised his/her:

Lectures

Research project/Internship

Practical course/Tutorials

Thesis

Other. Please specify:

3. *Nature of your contact with the applicant:*

Extended direct contact

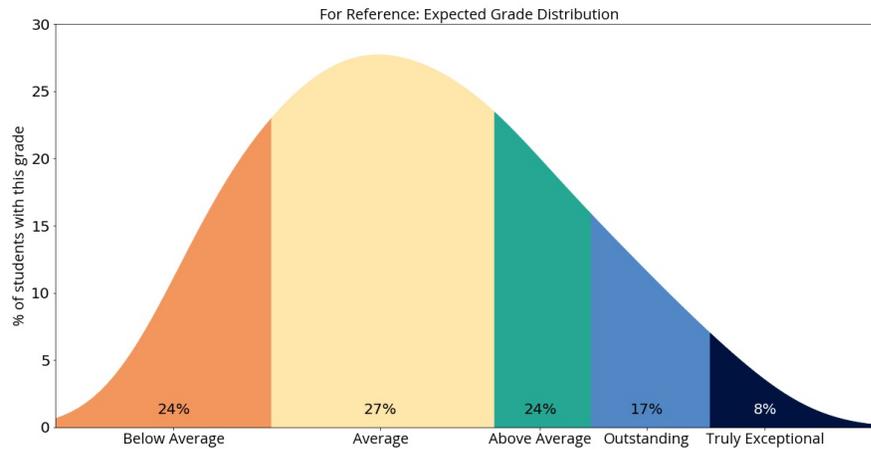
Moderate direct contact

Occasional direct contact

Know indirectly through others/evaluations

## Analytical and Research Skills

In this section, please indicate how well the applicant compares to other students at your institution for analytical skills:



1. The applicant has the skills to find, use and interpret specialist literature

Cannot assess      Below average      Average      Above average      Outstanding      Truly exceptional

2. The applicant has skills in life sciences research methods and techniques

Cannot assess      Below average      Average      Above average      Outstanding      Truly exceptional

3. The applicant has performed quantitative research methods and has data analysis skills

Cannot assess      Below average      Average      Above average      Outstanding      Truly exceptional

4. The applicant is skilled in statistical methods

Cannot assess      Below average      Average      Above average      Outstanding      Truly exceptional

Please, add examples and general comments on **Analytical Skills** [please, make sure not to type beyond the borders of the comment box]

### Communication Skills

*In this section, please indicate how well the applicant compares to other students at your institution for communication skills:*

5. The applicant is able to write a cohesive report/story/answer with precision and appropriate style
- Cannot assess      Below average      Average      Above average      Outstanding      Truly exceptional
6. The applicant speaks in a clear, structured, and logical manner
- Cannot assess      Below average      Average      Above average      Outstanding      Truly exceptional
7. The applicant listens well and takes feedback into account
- Cannot assess      Below average      Average      Above average      Outstanding      Truly exceptional
8. The applicant has good presentation skills
- Cannot assess      Below average      Average      Above average      Outstanding Truly exceptional

*Please, add examples and general comments on **Communication Skills**  
[please, make sure not to type beyond the borders of the comment box]*

### Motivation

*In this section, please indicate how well the applicant compares to other students at your institution for motivation:*

9. The applicant can overcome challenges and setbacks
- Cannot assess      Below average      Average      Above average      Outstanding      Truly exceptional
10. The applicant takes initiative in a project
- Cannot assess      Below average      Average      Above average      Outstanding      Truly exceptional
11. The applicant is curious/asks questions (when appropriate)
- Cannot assess      Below average      Average      Above average      Outstanding      Truly exceptional
12. The applicant has a passion and drive for doing research
- Cannot assess      Below average      Average      Above average      Outstanding      Truly exceptional

*Please, add examples and general comments on **Motivation** [please, make sure not to type beyond the borders of the comment box]*

**Work Attitude**

*In this section, please indicate how well the applicant compares to other students at your institution for work attitude:*

13. The applicant sets realistic goals for himself/herself

Cannot assess      Below average      Average      Above average      Outstanding      Truly exceptional

14. The applicant organizes work and time efficiently

Cannot assess      Below average      Average      Above average      Outstanding      Truly exceptional

15. The applicant works well in group settings

Cannot assess      Below average      Average      Above average      Outstanding      Truly exceptional

16. The applicant maintains high ethical standards

Cannot assess      Below average      Average      Above average      Outstanding      Truly exceptional

*Please, add examples and general comments on **Work Attitude** [please, make sure not to type beyond the borders of the comment box]*

**GLOBAL ASSESSMENT**

*Suitability of the candidate for a research Master’s program in the Life Sciences field:*

Do not recommend

Recommend with reservations - explain:

Recommend without reservation

Recommend highly without reservation

**Your signature:** \_\_\_\_\_

*If you sign digitally, make sure to "Certify (Visible Signature)" the file with the option "No changes allowed"*

Thanks you for your cooperation.  
Utrecht University Graduate School of Life Sciences.

*Acknowledgements:*

The current form is an adaptation of the standardized letter of recommendation developed at ETS.

Reference:

Liu, O. L., Minsky, J., Ling, G., & Kyllonen, P. (2007). The standardized letter of recommendation: Implications for selection. ETS Research Report Series, 2007(2), i-28.