



## 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%

10%

20%

30%

No assessment possible

of his/ her study cohort.

### 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:**

\_\_\_\_\_

(Last Name)

\_\_\_\_\_

(First Name)

**Overall assessment:**

- 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 Hamburgglobal: German or English are accepted)*

Strong recommendation

Recommendation

Conditional recommendation

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Signature of evaluator)

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

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

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

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



## Handout for teachers

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

### Who is permitted to prepare an evaluation?

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

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

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

- research associates at Universität Hamburg
- language tutors at Universität Hamburg

For the **Central Student Exchange Program**, one of the two evaluations may be prepared by a teaching staff member with a doctorate who is not based at Universität Hamburg.

### Am I permitted to prepare evaluations for students who I hardly know or do not know at all?

You are not expected to personally know the applicant well in order to prepare an evaluation, as this is not possible in many larger subjects or at the beginning of studies. The prerequisite is that the student has taken one of your courses or has completed some other form of coursework. You can then prepare your evaluation on the basis of written documents—for example, the documents for the study abroad application—or even a short interview. **Master's students** who have just switched to Universität Hamburg and who, due to deadlines, have to apply for a period 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 evaluations necessary?

Because all applications are assessed by an interfaculty committee, evaluating academic achievements is difficult due to different grading cultures. Expert evaluations are thus a key aspect of academic assessment. In addition, the majority of partner universities and host institutions require that applicants submit evaluations for admission.

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.