



MARIHE Application, Intake 2027

Information for Referees for writing a Letter of Recommendation

Krems/Austria, July 2026

Dear Sir or Madam

You have been asked by a person who wishes to apply to the MARIHE programme to write a **letter of recommendation**. We would like to thank you in advance for your support.

MARIHE – Master in Research and Innovation in Higher Education is a four-semester master's course co-funded by the Erasmus+ programme of the European Union. By these standards, MARIHE is one of the top-level master's programmes. Find out more about MARIHE on www.marihe.eu

For the letter of recommendation we kindly ask you to take notice of the following:

- To be a referee and write a letter of recommendation you should be **a university professor/lecturer or a supervisor at work** and know the recommended person from teaching him/her/them in university or from supervising him/her/them at the workplace.
- The letter should be **written in English, typed on headed paper** of your institution (if possible), bear a **stamp of the institution** (if possible) and **your signature and date** (mandatory; by hand or digitally), and include your **contact details** (address, phone, e-mail; mandatory). **Please understand that we cannot accept the letter if the signature is embedded as a graphic element or image file within an electronic document (see details below)**. Digital e-signatures created with an established tool are accepted.
- The letter should be a **maximum of two pages**.
- The letter should refer to the following **questions/elements**:
 1. For professors/lecturers: Please state your subject and your position/function at your university. For supervisors: Please describe your function in which you supervised the applicant.
 2. For how long have you known the recommended person? Where did you get to know him/her/them (in which classes/subjects or in which working situations)?
 3. How would you judge his/her/their academic performance or work performance? If you know the person from university teaching: Compared to other students from the same cohort, how would you rank his/her/their academic performance (e.g. in the top 10/20/30/40% of students)?
 4. How would you judge his/her/their personal skills (e.g. teamwork, communication skills, rhetoric skills, other)? Please shortly describe from which situations in class/at the workplace you judge them.



5. How do you estimate the recommended person's plan to build on a career in research and innovation in higher education? Please consider the subject of the person's first university degree, the objectives of the MARIHE programme and – if applicable – the person's work experience.
6. From your personal impression: What makes the person you would like to recommend special?

Please give the original dated and signed letter to the recommended person who will then hand it in as part of his/her/their electronic application. We cannot accept letters send to us directly.

Should you have any questions, please contact us (e-mail: marihe@donau-uni.ac.at).

Sincerely
MARIHE Secretariat
University for Continuing Education Krems/Austria

Important Remark on Electronic Signatures

We cannot accept the recommendation letter if the signature is embedded as a graphic element or image file within an electronic document. In such cases, the application will have to be rejected due to formal reasons.

We must enforce this requirement strictly in order to prevent fraud. Therefore, **all signatures will be carefully reviewed for authenticity** during the formal eligibility check.

Thus, the referee is asked to sign the original paper letter by hand. Digital e-signatures are accepted, if an **established advanced or qualified e-signature tool** is used (e.g. Adobe Acrobat Sign, DocuSign, Dropbox Sign).

>> Here are some examples of signatures that are not acceptable:



Those signatures are clearly image files that are inserted. Typed signatures are also not acceptable.

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