

Dear Referee,

Thank you for taking the time to write a reference for our Mundus Journalism applicant; this is much appreciated. If you want to know more about the Mundus Journalism programme, please visit [www.mundusjournalism.com](http://www.mundusjournalism.com).

As we receive more than 500 applications for the Mundus Journalism programme each year, the applicant's reference letters are a crucial part of the application, and are carefully evaluated by our selection committee.

We would be grateful if you could submit the reference **on official letterhead** from your institution, and make sure that it is signed. **Unsigned letters of reference will not be considered.**

It would be helpful if you could provide (part of) the following information in your reference, to assist the Selection Committee in making its decision:

Advice for <b>referees from the academic field:</b>	Advice for <b>employers/referees from the professional field:</b>
<ul style="list-style-type: none"><li>▪ Your contact details;</li><li>▪ Your position within the academic institution;</li><li>▪ Your knowledge of the applicant, including length of time and capacity in which you have known the applicant;</li><li>▪ The applicant's motivation and intellectual capacity for the Mundus Journalism programme;</li><li>▪ The ability of the applicant relative to other students in the same year;</li><li>▪ The applicant's potential for postgraduate study;</li><li>▪ Any other information you think relevant and which you feel would assist us in making our decision would be most welcome. Please take into account that we are not asking you to assess the applicant's journalistic skills, as this will be considered in the applicant's professional reference.</li></ul>	<ul style="list-style-type: none"><li>▪ Your business contact details;</li><li>▪ Your position within the company/organisation;</li><li>▪ Your knowledge of the applicant, including length of time and capacity in which you have known the applicant;</li><li>▪ The applicant's role within the company/organisation;</li><li>▪ The duration of the applicant's employment within the company/organisation;</li><li>▪ The ability of the applicant relative to other employees in your company/organisation;</li><li>▪ The applicant's motivation and capacity for the Mundus Journalism programme;</li><li>▪ Any other information you think relevant and which you feel would assist us in making our decision would be most welcome.</li></ul>

**We prefer that the applicant includes the reference letter within his/her application package, but if you wish this reference to be treated in confidence, please email it to Bettina Andersen at Aarhus University at [band@au.dk](mailto:band@au.dk).**

We thank you in advance for your co-operation in this matter,  
The Mundus Journalism Selection Committee