

## Individual assessment for justifying a student's stay abroad: phrasing suggestions for teaching staff at the FernUniversität in Hagen

— The length of the assessment can vary: one to two pages are usually sufficient. The report does not require any special form; teachers can use their normal letterhead. Since personal contact is often not extensive at the FernUniversität, the focus can be on the connection between the planned stay abroad and the FernUni course being studied. This guide merely provides *an example* of the structure and content of a letter of recommendation; it can, of course, be structured completely differently.

### How do I know the student? What academic achievements have they completed so far?

- [Student's name], born on [date] in [location], has been enrolled in the [name of the degree program/course] at the FernUniversität in Hagen since the winter semester/summer semester 20xx/20xx. His/her academic performance to date would be considered above average.
- I have known [name] since he/she took part in a seminar on [course name/subject] organized by me in WS/SS 20xx/20xx, which took place from [start date] to [end date] in [year]. In this context, he/she has written a paper/held a presentation and demonstrated his/her specialist knowledge/communication skills.
- [Name] has already completed [number] modules with (very) good results and also has extensive knowledge of the national language.
- I have come to know [name] as a committed student who is determined to advance his/her studies.

### What kind of stay abroad is being planned? How does the planned mobility relate to the student's studies at the FernUniversität?

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- [Name] intends to complete a course of study/internship/specialist course/language course in [destination]. He/she has already been promised a corresponding position.
  - [Name]'s willingness to integrate a voluntary stay abroad into his/her distance learning program demonstrates a high level of interest in the subject area and commendable flexibility/commitment.
  - In my opinion, [name]'s planned studies/internship at [destination] fits in very well with [name]'s degree program.
  - I can highly recommend participating in these courses, as the course content aligns seamlessly with the curriculum of the FernUniversität's [name of course] and the acquisition of foreign language skills is an important part of the course.
  - It is an ideal opportunity to apply and expand the knowledge and skills acquired during the course in a practical setting.
  - The stay abroad will provide [name] with a valuable chance to expand their (professional/academic) horizons.