

Teaching Award for Tutors 2020 – Supervisor Letter of Recommendation

Information Page

Please read the following important notes:

1. *What should the letter of recommendation look like?*

The Teaching Award for Tutors is presented for outstanding achievements in teaching. The most important aspects in the selection of the award winners are: How does the tutor **design her or his course of study didactically**, how does she or he **fill the role of tutor** and to what extent does she or he **contribute to good teaching at the TUHH?**

Please note these aspects and the following key questions when describing the work of the tutor.

The **length of the letter of recommendation** must not exceed the size of the specified text field. If necessary, do not use paragraphs. In addition, the text field has a maximum of 3,200 characters. Please do not write the letter by hand.

2. *How, where and until when should the application forms be submitted?*

In case you would like to **nominate** a tutor, please consider that the nominated person requires sufficient time after your nomination to find further backing and complete her /his application. Therefore, be sure to submit the letter of recommendation to us in good time or let us know the tutor's name as well as her/his E-mail address so that we can motivate her/him to an application.

The forms must be **signed and submitted by the respective author** (i.e. tutor, student, supervisor). Please send your referral letter to tutorenlehrpreis@tuhh.de as a scan or send it to Caroline Thon-Gairola, room 4.026, building E via in-house mail.

The application deadline is the 31.01.2020 (inclusively).

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Letter of Recommendation for the tutor:

Family Name,

First Name:

E-Mail:

- I hereby recommend the tutor through my own initiative. Please inform him/her about my recommendation.*

Your personal information:

Family Name, First Name:	<input type="text"/>
E-Mail:	<input type="text"/>
Phone:	<input type="text"/>

Key questions for the letter of recommendation:

- What led you to recommend/support this tutor for the Teaching Award?
- What distinguishes the tutor from other tutors? Wherein lie her/his particular strengths? Which challenges did she/he overcome particularly well and how?
- In case you have an insight: How would you describe the teaching competence of the tutor?
- In case you have an insight: How would you describe the attitude and the behavior of the tutor towards her/his students?
- How would you describe the tutor`s commitment? In what way does she/he make a special contribution to good teaching at TUHH?

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Hamburg, _____ Signature: _____

Thank you very much for your support!