

## Letter of Recommendation Guidelines

Each recommendation letter must adhere to the following requirements:

### 1. Letterhead and Signature:

- The letter must be written on official university letterhead.
- It must be signed by the supervisor providing the recommendation.

### 2. Contact Information:

- The letter should include the supervisor's full contact details:
  - **Title** (e.g., Professor, Dr.)
  - **Department Affiliation**
  - **University Name**
  - **Email Address**
  - **Phone Number**

### 3. Language:

- The letter must be written in either English or French.

### Content of the Recommendation Letter:

Former or current supervisors writing a letter of recommendation should include the following information:

#### 1. Supervision Period:

- Specify the duration and time frame during which you supervised the candidate.
- Mention the number of other students you have supervised at the same academic or professional level during this period.

#### 2. Productivity and Performance:

- Assess and describe the candidate's productivity compared to other students or researchers at the same level under your supervision. This includes:
  - **Publications:** Quality and quantity of published work.
  - **Contributions:** Any significant contributions to research projects, academic discussions, or collaborative work.

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### 3. Outstanding Achievements:

- Comment on any notable achievements by the candidate, such as:
  - **High-Impact Research Results:** Significant findings or advancements in the field.
  - **Awards and Honors:** Any prestigious awards or recognitions received.
  - **Special Contributions:** Any unique contributions to the field or institution that are particularly noteworthy.

### 4. Personal Qualities and Skills:

- Optionally, include observations on the candidate's personal qualities and professional skills, such as:
  - **Work Ethic:** Diligence, commitment, and initiative.
  - **Teamwork:** Ability to work collaboratively with others.
  - **Leadership:** Demonstrated leadership or mentoring abilities.

### 5. Overall Recommendation:

- Provide a clear statement of your overall recommendation, indicating whether you support the candidate's application and your confidence in their future potential.

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