

Email and Office Hour Policy

I receive too many emails/messages from students, who are neither my current course students nor my thesis students, on a weekly basis. I would like to give some suggestions to students for an effective communication style which may also be useful in other professional settings:

Sending Emails

- Please introduce yourself, include your full name in the email, let me know how we know each other, and provide me a SHORT and CLEAR explanation why you are sending me this email. I receive lots of emails saying “I want to talk SOMETHING with you”. Actually, I need to know the topic in advance so that I can check whether I am knowledgeable about the problem.
- Best way to send me messages is e-mails. Sending me direct messages through SOCIAL MEDIA (including LinkedIN/ResearchGate) accounts etc is not suggested since I do not guarantee that I follow those accounts/messages regularly.

Asking for an Appointment

- If you are planning to send me an email asking for a possible meeting, please arrange yourself accordingly and give me AT LEAST THREE WEEKS. I can understand that you may have urgencies or strict deadlines. I am sorry to say this, but I also have my own workload, urgency or deadlines which means that I need extra free time to get back to you while we all equally have 24h in a day.

Asking for Recommendation Letters

- I noticed that many students are not aware of the aim of recommendation letters and they think that recommendation letters can be written in 5-10 minutes. Recommendation letters should actually be written by the people who know you very well and can provide DETAILED information about you. Otherwise, a letter which involves WEAK information about you may not help you to get into the program/scholarship/job you want.
- So, if I were NOT your thesis advisor or DID NOT work closely with you, most probably I MAY NOT BE ABLE to write a STRONG letter for you.

However, if you are STILL planning to send me an email asking for a recommendation letter, arrange yourself accordingly and give me AT LEAST THREE WEEKS. I can understand that you may have urgencies or strict deadlines. I am sorry to say this, but I also have my workload, urgency or deadlines which means that I need extra free time to get back to you while we all equally have 24h in a day.

Finally, to indicate that you have read these suggestions before sending an email to me, please use MAT-1773 code in the subject line of your email such as:

MAT-1773: A brief statement on your subject

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