



Note to applicant:

Please complete the section below (in BLOCK CAPITALS and black ink) and forward to your referee. Two reference forms are required for the MBA programme. It is your responsibility to forward the reference forms to the referees and ask them to forward the form to the University. **Your application will not be considered until references have been received.**

Applicant's name (as per NRIC/passport)

Referee

Your name

Position

Address

Telephone

Fax

To the referee:

Thank you for agreeing to supply an opinion as to the suitability of the applicant to undertake an MBA programme at the Nottingham University Business School. Any information supplied to us will be treated confidentially.

The MBA programme relies heavily upon participation of course members. Considerable amounts of work are carried out by small teams in which members have widely differing academic, business and cultural backgrounds. The willingness to contribute to discussion and the ability to understand and apply business related concepts are essential attributes of delegates on the programme.

Once **signed and completed**, please send this reference directly to the Local Admissions Office, or the International Admissions Office, The University of Nottingham Malaysia Campus. We will not acknowledge its receipt unless specifically requested by you.

1. How long have you known the applicant and in what connection?

2. What do you consider to be the applicant's major abilities and strengths?

3. What do you consider to be the applicant's major weaknesses?

4. Please give details of the applicant's experience in managing/leading teams.

5. Please give details of the applicant's experience in managing budgets.

6. Please rate the applicant on the qualities listed below by placing a tick in the appropriate box.

Attribute	Poor	Average	Good	Excellent	Not known
Leadership skills					
Capacity to reason logically					
Presentation skills					
Academic ability					
Level of contribution in teamwork					
Ability to work hard					
Ability to meet deadlines					

7. Are you aware of any personal circumstances that might affect the applicant's performance on the MBA programme?

8. Please make any other comments in the space below or in a separate letter.

Signature of referee _____

Date _____

Please provide an official stamp if possible.

When completed please return to:

Admissions Office

The University of Nottingham Malaysia Campus

Jalan Broga

43500 Semenyih

Selangor Darul Ehsan

Malaysia

t: +6(03) 8924 8000

f: +6(03) 8924 8002

e: admissions@nottingham.edu.my (Malaysian applicants)

int-admissions@nottingham.edu.my (international applicants)

w: www.nottingham.edu.my



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