

REFERENCE FORM

CONFIDENTIAL

NAME OF APPLICANT

PROGRAMME *(Please tick an appropriate box)*

- IGDS MSc in *Engineering Business Management*** *(Joint Award OR Warwick Award *)*
- IGDS MSc in *Manufacturing Systems Engineering*** *(Joint Award OR Warwick Award *)*
*(*Delete if inappropriate)*
- PgA in**

In considering an application for one of the above mentioned programmes, both The Hong Kong Polytechnic University and The University of Warwick place appreciable emphasis on letters of recommendation received from the individual referees the applicant has named.

Recognising the fact that the time of the referees is valuable and quite often the request for a serious assessment of the candidate arrives during a busy period, the Department of Industrial and Systems Engineering provides this simplified form which may enable referees to save time in responding to our request for a reference.

In all cases your time and effort are very much appreciated by the Universities.

REFERENCE

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

2. Please state degree with classification or other qualification obtained by candidate.
(If results not yet known please give expected result.)

3. Please evaluate the applicant on the scale below in comparison with others you have known during your professional career. Describe the reference group you are using.
(e.g. undergraduate students, industrial trainees, professional colleagues, etc.)

	Outstanding	Average	Below Average	Insufficient Information
Maturity				
Initiative and Motivation				
Performance in Work or Study				

(Please tick appropriate boxes)

4. Is the applicant effective in working with others?
(Consider whether he/she completed assignments, works well as a team member, takes initiative, assumes leadership, performs well under stress.)

5. Rate the applicant's achievements compared to those of his/her peers.

6. Describe the applicant's ability to comprehend and communicate in English.

(a) Orally _____

(b) In writing _____

7. Bearing in mind that this is primarily a conversion programme, please add any additional statement which may help in assessing the applicant's suitability.

(a) Present job title of applicant : _____

(b) No. of years of responsible experience with the Organisation : _____

(c) Brief description of applicant's job responsibility : _____

(d) Potential of applicant for future development within the Organisation : _____

8. **RECOMMENDATION** (Please tick an appropriate box)

- I strongly recommend this student's admission to your programme.
- I recommend this student is admitted.
- I recommend with some reservation that this student is admitted.
- I recommend with significant reservation that this student is admitted.
- I do not recommend this student's admission to your programme.

NAME OF REFEREE _____
(Block Capitals please)

POSITION / TITLE _____

ORGANISATION'S NAME AND ADDRESS _____

TELEPHONE _____ FACSIMILE _____

EMAIL _____

SIGNATURE OF REFEREE _____ DATE _____

Thank you for taking the time to tell us about the applicant. Please return the form directly to:

*Prof. H.C. Man
Director of Studies
IGDS / IMDS Administration Unit
c/o Department of Industrial and Systems Engineering
Room EF611, The Hong Kong Polytechnic University
Hung Hom, Kowloon, Hong Kong.*