Our ref: RMH-MSc

Date as postmark

Dear Referee

Re:

The above applicant has applied for a place on Cardiff Met’s Master of Business Administration programme and has given your name as a referee.

Please could you supply me with details of the applicant’s suitability for the programme, including information about their academic performance (if applicable). I am also enclosing a reference template if you would prefer to complete this. Please note, the applicant has to return the reference with their application.

Please return references to the Admissions department

* Post: Admissions, Llandaff Campus, Cardiff Metropolitan University, Western Avenue, Cardiff, CF5 2YB;
* Email: directapplications@cardiffmet.ac.uk (please ensure references are scanned, signed and on headed paper);
* Alternatively applicants can send in a reference with their application if they have a signed copy on headed paper

If you are supplying a reference for an International applicant please return to the International Office (contact intadmissions@cardiffmet.ac.uk).

Thank you in advance for supplying the reference.

Yours faithfully

MBA Team

Cardiff School of Management

Email: MBA@cardiffmet.ac.uk

|  |  |  |
| --- | --- | --- |
|  | MBA AdmissionsCardiff Metropolitan UniversityLlandaff CampusWestern AvenueCardiffCF5 2YB |  |
|  |  |  |

Tuesday, 05 December 2017

**IN CONFIDENCE**

Dear

**re:** **Reference for**

The above named person has applied for the Masters Business Administration at Cardiff Met. S/He has given your name as a referee. We would be most grateful for your appraisal of this person’s suitability for such course.

Please could you state:

How long you have known the candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In what capacity s/he is known to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for leaving your employment (please put N/A if you are not an employment referee)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate your assessment of the candidate's performance under each category listed below with an X.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **Average** | **Weak** |
| Communication skills |  |  |  |  |
| Time management/discipline skills |  |  |  |  |
| Organisational skills |  |  |  |  |
| Ability to work under pressure |  |  |  |  |
| Ability to work as part of a team |  |  |  |  |
| Punctuality and time-keeping |  |  |  |  |
| Ability to assume responsibility |  |  |  |  |
| Reliability |  |  |  |  |
| Friendliness and approachability |  |  |  |  |
| Honesty and integrity |  |  |  |  |

Do you know of any reason why the candidate should ***not*** be on the program? **YES/NO.**

If you have answered **'YES'** to the above, please give full details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We would very much appreciate it if you could return this form at your earliest convenience.

Many thanks for your co-operation.

Yours sincerely,

**MBA Team**

**Cardiff School of Management**