

## REFERENCE

### Master of Business Administration/Postgraduate Diploma in Management

#### TO THE APPLICANT

Please insert your name below and send this form to the referee with the enclosed envelope addressed to yourself.

Full name of applicant: .....

*Please tick the box for which programme you are applying:*

- The Henley Full Time MBA
- The Henley MBA
- The Henley Post-Graduate Diploma
- The Henley MBA (Project Management)

#### TO THE REFEREE

The above person has applied to Henley Business School for the postgraduate programme detailed above and has given your name as a referee.

It would be of great assistance to the School if you would kindly complete ALL QUESTIONS on this reference form.

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

.....  
.....  
.....

2. How do you rate the applicant's academic ability? Do you consider any qualifications achieved accurately reflect his/her intellectual abilities? If he/she is about to take any further examinations what results do you think will be achieved?

.....  
.....  
.....  
.....  
.....

3. Please rate the applicant on the qualities listed below by circling the appropriate number on the following scale

		<i>Poor</i>	<i>Below average</i>	<i>Average</i>	<i>Above average</i>	<i>Excellent</i>
<b>Intellectual Ability</b>	The power to grasp concepts and to reason analytically	1	2	3	4	5
<b>Creativity</b>	Capacity for original thought; the ability to generate new ideas	1	2	3	4	5
<b>Management Potential</b>	The ability to organise himself/herself and others and get things done	1	2	3	4	5
<b>Social Skills</b>	The ability to get on with people; poise and ease in varied situations	1	2	3	4	5
<b>Perseverance</b>	The ability to see things through to successful conclusions	1	2	3	4	5

4. Does the applicant have any other major strengths or weaknesses of which you are aware which might influence his/her studies on a postgraduate management programme?

.....

.....

.....

.....

.....

.....

.....

5. Do you believe the applicant will profit from this postgraduate management programme, if accepted?

Very much so     Yes     Probably     Don't know     Unlikely

6. If the applicant's first language is not English, please rate his/her linguistic abilities on the following scale by circling the appropriate number.

		<i>Poor</i>	<i>Below average</i>	<i>Average</i>	<i>Above average</i>	<i>Excellent</i>
<b>Spoken English</b>		1	2	3	4	5
<b>Written English</b>		1	2	3	4	5
<b>Comprehension of English</b>		1	2	3	4	5

7. If you would like to make further comments which will be helpful in our assessment of this candidate, please feel free to do so in the space below or on a separate sheet.

.....  
.....  
.....  
.....

Referee's signature ..... Date .....

Name .....

Position.....

Organisation Address .....

.....  
.....  
.....

 .....email .....

**Please send the completed reference to the applicant in the enclosed envelope, seal and sign across the envelope seal to ensure confidentiality.**

**The applicant should forward the sealed envelope to the School together with his/her application form.**

**The application will not be processed until references are received.**

**Thank you for your co-operation.**