

Chow Yei Ching School of Graduate Studies

Referee's Report Form

(To be mailed or faxed by the referee directly to the address noted in the box below.)

Notes to the Applicant:

- Please complete Part A below, and send this form to a referee for completion of Part B.
- You are required to nominate two referees and at least one of them should preferably be an academic referee (an applicant's proposed supervisor is normally not acceptable as a referee).

Notes to the Referee:

- Please complete Part B of this form and return it directly to the Chow Yei Ching School of Graduate Studies by mail or by fax:

Chow Yei Ching School of Graduate Studies
City University of Hong Kong
Tat Chee Avenue
Kowloon, Hong Kong

[Tel. No.: (852) 3442-9076; Fax No.: (852) 3442-0332]

- In accordance with the Personal Data (Privacy) Ordinance, applicants can request access to their referee's reports during and after the admissions process, before the data are destroyed.

Part A To be completed by the Applicant (*please delete as appropriate)

Name of the Applicant: *Mr/Ms _____ (Surname first and in BLOCK letters)

Programme Applied For: **Doctor of Business Administration (DBA) (part-time)**

Department: **College of Business**

Proposed Research Area for the Thesis: _____

Part B To be completed by the Referee (*please delete as appropriate)

Name of the Referee: *Prof/Mr/Mrs/Ms _____
(Surname first and in BLOCK letters)

Position: _____

Company/Institution &: _____
Address

Telephone No.: _____ Fax No.: _____

Applicant's Name: _____

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

2. Please give an assessment of the applicant's suitability for pursuing the DBA study. *(Please tick as appropriate)*

Item	Excellent (top 5%)	Very Good (top 15%)	Good (top 25%)	Average	Below Average	Unable to Assess
Professional achievements						
Knowledge in his/her professional field						
Capacity to undertake advanced independent work						
English proficiency						
Analytical abilities						
Capacity for original thinking						

3. Please give any other comments that you think will be of assistance in assessing the suitability of the applicant for the DBA study.

4. What is your overall recommendation? *(please tick as appropriate)*

- Highly recommended
- Recommended
- Not recommended

I understand that in accordance with the Personal Data (Privacy) Ordinance, the above comments are subject to the applicant's request for access both during and after the admissions process, before the data are destroyed.

Signature of the Referee: _____ Date: _____

Thank you for your help.