

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:

- The applicant should complete Part A below, and send this form to a referee for completion of Part B.
- Please note that an applicant's proposed supervisor and individuals from non-academic circles are normally not acceptable as academic referees.

Notes to the Referee:

- Please complete Part B of this form and return it directly to the Chow Yei Ching School of Graduate Studies at the following address:

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

Name of the Applicant: *Mr/Ms _____ (Surname first)

(* please delete as appropriate)

Programme Applied For: **Engineering Doctorate Programme**

Department: _____

Proposed Research Area for the Thesis: _____

Part B To be completed by the Referee

Name of the Referee: _____
(in Block Letters)

Position: _____

Institution &:
Address _____

Telephone No.: _____ Fax No.: _____

--	--	--	--	--	--	--	--	--	--

Application No. (for office use)

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 EngD study. *(Please tick as appropriate)*

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

3. Please give any other comment that you think will be of assistance in assessing the suitability of the applicant for the EngD 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.