



The University of
Nottingham

UNITED KINGDOM · CHINA · MALAYSIA

Reference for MBA Admission

Note to applicant:

Please complete the section below (in BLOCK CAPITALS & BLACK INK) and forward this form to your referee. Two reference forms are required for the MBA Programme. It is your responsibility to forward the reference forms to the referees and ask them to forward the form to the University. **Your application will not be considered until references have been received.**

Applicant's Name (as per NRIC/Passport)

Referee

Your Name

Position

Address

Telephone

Fax

To the referee:

Thank you for agreeing to supply an opinion as to the suitability of the applicant to undertake an MBA Programme at the Nottingham University Business School. Any information supplied to us will be treated confidentially.

The MBA programme relies heavily upon participation of course members. Considerable amounts of work are carried out by small teams in which members have widely differing academic, business and cultural backgrounds. The willingness to contribute to discussion and the ability to understand and apply business related concepts are essential attributes of delegates on the Programme.

Once **SIGNED AND COMPLETED**, please send this reference directly to the Local Admissions Office, or the International Admissions Office, The University of Nottingham Malaysia Campus. We will not acknowledge its receipt unless specifically requested by you.

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

2. What do you consider to be his/her major abilities and strengths?

3. What do you consider to be his/her major weaknesses?

4. Please give details of the applicant's experience in managing/leading teams.

5. Please give details of the applicant's experience in managing budgets.

6. Please rate the applicant on the qualities listed below by placing a ✓ in the appropriate box.

Attribute	Poor	Average	Good	Excellent	Not Known
Leadership skills					
Capacity to reason logically					
Presentation skills					
Academic ability					
Level of contribution in teamwork					
Ability to work hard					
Ability to meet deadlines					

7. Are you aware of any personal circumstances that might affect his/her performance on the MBA programme?

8. Please make any other comments in the space below or in a separate letter.

SIGNATURE OF REFEREE _____
AND OFFICIAL STAMP, IF POSSIBLE

DATE _____

Please return this form to:

**The Admissions Office (Malaysian Applicants) or
The International Admissions Office (International Applicants)**

The University of Nottingham Malaysia Campus KPT(JPS)600-07/22 KP/JPS/DFT/US/B19

Jalan Broga, 43500 Semenyih, Selangor, Malaysia

Tel: +6(03) 8924 8000

Fax: +6(03) 8924 8002 (Malaysian Applicants) / +6(03) 8924 8005 (International Applicants)

Email: admissions@nottingham.edu.my (Malaysian Applicants)

int-admissions@nottingham.edu.my (International Applicants)

Website: www.nottingham.edu.my