

**THE LEEDS MBA<sup>®</sup>****CONFIDENTIAL REFERENCE** (see *Notes for Guidance*)

To be completed by the applicant:

Surname / Family name:.....

Given names (First name):.....

Programme of study:.....

Month and year of commencement:.....

To be completed by the referee (see *Notes for Guidance*):

The above named individual is applying for admission to the Leeds MBA programme and has provided your details as a referee. We would be grateful if you would complete this reference form and return it direct to MBA Admissions, Leeds University Business School, Maurice Keyworth Building, University of Leeds, Leeds LS2 9JT, UK. The information you provide will be treated in the strictest confidence.

Please assess the applicant's competencies against a peer group at a similar stage in their career.

Description of peer group (e.g. level of management, country, student cohort):

	Below Average	Average	Above Average	High Achiever	Exceptional Achiever	Can't Judge/Don't Know
Drive						
Taking responsibility						
Ability to work with others						
Leadership (potential)						
Creative thinking						
Planning & organising (including self)						
Emotional resilience						
Self-awareness						
Analytical thinking						
Judgement						
Breadth of interest						
Interpersonal skills						
Integrity						
Self-confidence						
Written communication skills (English)						
Oral communication skills (English)						
Confidence with numbers (quantitative skills)						
Intellectual ability to complete a Master's degree						

Please use the space below to provide a short statement on the candidate's suitability for The Leeds MBA, and any further supporting comments you wish to make (see *Notes for Guidance*).

For further information about The Leeds MBA and Leeds University Business School, please visit our website at: [www.leeds.ac.uk/lubs](http://www.leeds.ac.uk/lubs)

**Signature of referee:** \_\_\_\_\_

**Name and position:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## **REFEREES – NOTES FOR GUIDANCE**

### **Important Information for Applicants**

You should enclose two reference forms with your application. You should provide one academic and one employer reference. If you have been out of full-time education for five years or more, then two employer references will suffice.

#### Academic References

- i. References should be from people not related to you by blood or marriage.
- ii. Your referees should be qualified to comment on your academic ability, if possible at the highest academic level in which you have studied.
- iii. Academic references must be submitted using the form provided.
- iv. You should include both reference forms with your application in a sealed envelope which has been signed across the seal with a college or official stamp. If you are not able to enclose transcripts and references with your application form, please send them directly to: MBA Admissions, Leeds University Business School, Maurice Keyworth Building, University of Leeds, Leeds, LS2 9JT, UK.

#### Employer References

- i. References should be from people not related to you by blood or marriage.
- ii. Your referees should be qualified to comment on your work performance and behaviours and should ideally come from your present or most recent employer (it is appreciated that it may not be possible to arrange this at the point at which you apply for the Leeds MBA).
- iii. References must be submitted on the form provided and must be signed.
- iv. You should include both references with your application in a sealed envelope which has been signed across the seal with a college or official stamp. If you are not able to enclose transcripts and references with your application form, please send them directly to: MBA Admissions, Leeds University Business School, Maurice Keyworth Building, University of Leeds, Leeds, LS2 9JT, UK.

#### Important Information for Referees

References must be submitted using the enclosed form and must be signed. Please include the name of the applicant and the programme applied for. Please also include your name, position/status, address, telephone number, fax and / or email address. The completed reference should be placed in a sealed envelope which has been signed across the seal with a college or official stamp. Please use the following guidelines when considering the candidate's suitability for the Leeds MBA.

#### Academic Referees

- i. Please state how long and in what capacity you have known the applicant.
- ii. What do you consider to be his/her main strengths?
- iii. Please include detailed information on results obtained by the applicant and prediction of likely degree result if the applicant has not yet graduated.
- iv. Your assessment of the suitability of the applicant for the Leeds MBA programme.
- v. Please comment on his/her English language proficiency – ability to speak, write and comprehend English, if the applicant's native language is not English.

#### Employer Referees

- i. Please state how long and in what capacity you have known the applicant.
- ii. What do you consider to be his/her main strengths in the areas of a) initiative, b) diligence, c) flexibility, d) group working, e) critical/analytical abilities?
- iii. Your assessment of the suitability of the applicant for an intensive management education degree.

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