**Confidential/** 保密

 **Master of Science (Managerial Economics) Programme (Executive MME Class)**

**高 级 管 理 经 济 学 硕 士 学 位 课 程**

(Mode of Study 学制: Part-time 兼读制)

**Employer Reference & Support Letter**雇主推荐与支持函

Note: Please ask your employer to fill this form if you are an individual applicant applying for the part-time Executive MME programme. Master of Science (Managerial Economics) (Executive MME Class) participants are required to attend classes and overseas segments according to the teaching schedule set by the Programme. Your application must, therefore, have the support of your present employer.
Part-time Executive MME is only open for application by Singapore Citizens and PRs.

 注：如果您是兼读制的高级管理经济学项目的个人申请者，请将此表格交由您的雇主填写。高级管理经济学硕士学位课程的学员需根据课程的已定时间表来上课和参加海外学段的研修，因此您的申请必须得到您的雇主的支持。
兼读制高级管理经济学硕士项目仅开放给新加坡公民和永久居民申请。

**TO BE COMPLETED BY EMPLOYER** 由雇主填写

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| --- |
| Name of Applicant 申请人姓名:  |
| Referrer’s Name in full 推荐人姓名： |
| Referrer’s Designation 推荐人职位： |
| Name and Address of Company/Organization 公司/单位名称和地址：Telephone No. 工作电话号码：Official Email Address 工作电邮地址： |

Please √ your rating of the applicant in the following categories: 请在下列项目中为您推荐的申请人打勾评价：

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  Poor 差 |  Average 一般 |  Good 好 | Very Good 很好 |  Excellent 优秀 | Unable to comment 无评价 |
| (i) Analytical ability 分析能力 |  |  |  |  |  |  |
| (ii) Initiative & resourcefulness 主动性和智慧 |  |  |  |  |  |  |
| (iii) Oral communication skills 口头表达能力 |  |  |  |  |  |  |
| (iv) Written communication skills 书面表达能力 |  |  |  |  |  |  |
| (v) Integrity 品行 |  |  |  |  |  |  |
| (vi) Leadership potential 领导潜能 |  |  |  |  |  |  |
| (vii) Ability to work in a team 与他人共事能力 |  |  |  |  |  |  |
| (viii) Maturity 成熟度 |  |  |  |  |  |  |
| (ix) Self-confidence 自信心 |  |  |  |  |  |  |

Please comment on the applicant’s strengths and ability to complete a graduate program. Please also add any statements concerning his or her potential in career development. Attach additional sheets if necessary.

请就申请人完成这个课程的能力作出评价，并阐述您对申请人的职业发展潜能的看法。如有必要，可另外加页说明。

I hereby support this application. I confirm that the company will grant him/her the necessary time off for attending classes and taking examinations as required by the University.

我支持此申请。我确认公司将给他/她必要的时间参加学校要求的课程和考试。

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Please send this completed Form to ncpa-dp@ntu.edu.sg directly using your official email address, with a scanned copy of your business card. You should indicate in the email subject the name of the applicant as well as the programme he/she is applying for. Alternatively, you may also hand the completed form along with a copy of your business card to the applicant in a sealed envelope, which he/she should submit to us with his/her application.

请将填写完毕的推荐函连同您的名片扫描件从您的工作邮箱直接发送至： NCPA-DP@ntu.edu.sg，并在邮件标题中注明申请人的姓名和申请项目，或者您也可以将推荐函连同推荐人名片放在信封封口后交由申请人与申请材料一并寄送给我们。

Your reference will be kept strictly confidential. We thank you for your kind support.
我们对您提供的内容严格保密，再次感谢您的支持。

The Director

Executive MME Programme

Nanyang Centre of Public Administration

Nanyang Technological University

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