**Master of Public Administration Programme (MPA)**

**CONFIDENTIAL**

REFEREE'S REPORT

## TO BE COMPLETED BY APPLICANT

Please fill in your name and programme applied for before you forward this form to your referee for completion.

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| Name as in NRIC/Passport:       |
| Programme applied for:       |

**Dear Referee**

The above-named applicant is applying for admission to the MPA. The Director of the MPA would appreciate receiving a **confidential report** from you on the applicant. Thank you.

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

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|       |

1. Among the employees at a similar level whom you have known in recent years, how would you rate the applicant? (please √one of the boxes below)

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|  [ ]  Excellent (Top 5%) [ ]  Average (Middle 40%) [ ]  Very Good (Top 15%) [ ]  Poor (Bottom 30%)[ ]  Good (Top 30%) [ ]  Unable to judge  |

1. Please provide your rating of the applicant in the following categories:
(“1 Poor; 3 Average; 5 Good; 7 Very Good; 10 Excellent)

|  |  |  |
| --- | --- | --- |
|  | Rating (1 to 10) | Remarks(optional) |
| 1. Leadership potential
 |       |       |
| 1. Ability to work in a team
 |       |       |
| 1. Analytical ability
 |       |       |
| 1. Initiative & resourcefulness
 |       |       |
| 1. Oral communication skills
 |       |       |
| 1. Written communication skills
 |       |       |
| 1. Integrity
 |       |       |
| 1. Self confidence
 |       |       |
| 1. Maturity
 |       |       |
| Average Score  |       |       |

1. Please comment on the applicant’s ability to complete a graduate programme and why.

Please also add any statements concerning his or her potential for leadership roles in the future.

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1. Do you recommend the applicant for admission to the MPA? (Please √one of the boxes below)

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| [ ]  Strongly recommend [ ]  Recommend with some reservations[ ]  Recommend [ ]  Do not recommend |

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 Signature of Referee\* Date

\*Signature not required if sent electronically

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| Name of Referee:       |
| Designation:       |
| Name and Address of Company/Organization:     Tel:       Email:       |

**To ensure confidentiality**, please email to MPA@ntu.edu.sg using your official email address.

Nanyang Centre for Public Administration

Nanyang Technological University

Block S3.2, Level B4, 50 Nanyang Avenue, Singapore 639798

Attention to: Master of Public Administration

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| **Thank you for your time and help in completing this Referee’s Report.** |