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|  | PERKHIDMATAN UTAMASISWAZAH PEJABAT TIMBALAN NAIB CANSELOR (AKADEMIK & ANTARABANGSA)  | UPM ICP REFEREE’S REPORT |

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| **PART A** | **TO BE COMPLETED BY THE APPLICANT** |

**The applicant is requested to fill in this section and forward this form to the referees.**

**Referees should not include personal acquaintances or relatives and at least one referee should be able to provide a report on your academic performance.**

|  |  |  |
| --- | --- | --- |
| 1. |  **Full name:** |  |
|  |  | ***First name*** | ***Middle name*** | ***Last name*** |
|  | **(Please write your name according to I.C./passport)** |
|  |  |
| 2. | **Programme and field of study applied:** |
|  |  |
|  |  |
| 3. | **Faculty/Institute:** |  |
|  |  |
| **PART B** | **TO BE COMPLETED BY REFEREE (CONFIDENTIAL)** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | **Name:** |  | **E-mail:** |  |
|  | **Permanent address:** |  |
|  |  |  |
|  | **Telephone no.:** |  | **Fax no.:** |  |
|  | **Office address:** |  |
|  |  |  |
|  | **Telephone no.:** |  | **Fax no.:** |  |
|  |  |  |  |
| 2. | **How long have you known the applicant and in what capacity?** |
|  |  |  |  |
|  | **Number of year(s):** |  |  |
|  |  |  |  |
|  | **In my capacity as:** |  |
|  |  |  | **Lecturer/Professor/Research advisor** |
|  |  |  |  |
|  |  |  | **Employer** |
|  |  |  |  |
|  |  |  | **Others, please specify:** |  |

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| 3. | **If the applicant has been your student, please rate the applicant as compared with other students in the same class.**  |
|  |  |  |  |
|  |  | *Top 5%* |  |  | *Top 10%* |  |  | *Top 25%* |  |  | *Top 50%* |
|  |  |  |  |  |  |  |  |  |  |  |  |
| 4. | **Please rate the applicant’s ability in relation to the following:** |
|  |  |  |  |
|  |  | **Very good** | **Good** | **Fair** | **Poor** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Ability to work independently** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Communication skill** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Computer literacy** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Diligence** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Emotional maturity** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Enthusiasm** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Friendliness** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Initiative** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Intellectual ability** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Leadership qualities** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Potential to succeed in graduate studies** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Sense of responsibility** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Writing skill** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. | **Other details:** |  |  |
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|  |  |  |  |
|  |  |  |  |
|  | **Signature and official stamp:** |  |  | **Date:** |  |
|  |  |  |  |
|  |  |  |  |
| **Please seal the completed form in an envelope and sign your name across the seal. Return the signed, sealed envelope to the applicant.** |
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|  |
| **Thank you for your report** |