BANG COLLEGE OF BUSINESS - KIMEP UNIVERSITY

Address Letter of Reference To:

Doctor of Business Administration Admissions Committee BANG College of Business Kazakhstan Institute of Management Economics and Strategic Research (KIMEP) 2 Abai Ave Almaty, Kazakhstan 480100

Doctor of Business Administration (DBA) Reference Form for Academic Referee

To the Applicant:

Please complete the section below and provide this form to your referee, along with an envelope addressed to yourself.

Applicant's name:		
Field of study:		

To the Referee:

We solicit your candid evaluation of the applicant's preparation for doctoral studies. Your assessment will greatly assist us in making a decision regarding admittance to the program. Please complete the following sections:

Section A

1. I have known the applicant as (check as many as may apply):

\Box a student in one class	\Box a student in more than one class

\Box a research assistant	\Box a teaching assistant	□ other
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2. I have known the applicant for approximately:	years	months
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3. I know the applicant: \Box slightly \Box moderately \Box well \Box very well

4. If the applicant has been in your course(s), what was her/his class rank? (i.e., if ranked 5 out of 20 students, please enter "5/20" below). Please indicate whether this was a graduate or undergraduate level course.

Course Name and Level	Applicant's Rank
Course Name and Level	Applicant's Rank
Course Name and Level	Applicant's Rank

5. Summary evaluation. Comparing the applicant with others you have known in your professional career, how does the applicant rank on the following characteristics?

	Top 1%	Тор 5%	Top 10%	Top 25%	Тор 50%	Lower 50%	Unable to judge
Academic preparation							
Intellectual ability							
Research ability (potential)							
Writing skill							
Oral communication skill							
Initiative							
Motivation							
Maturity							
Overall suitability for Doctor studies							

6. For approximately how many Graduates applicants have you personally written letters of reference in the last 5 years? _____(number). How does this student rank within that group?

 \Box top 1 % \Box top 5% \Box top 10% \Box top 25% \Box top 50% \Box lower 50% \Box unable to judge

Section B

To assist us in making our decision, can you please explain the basis of your ratings in Section A, and/or comment on the strengths and weaknesses the applicant may possess. You may want to attach a letter of reference in lieu of this section, if you wish.

Section C (please print or type)

Name of referee:		
Signature:	Date:	
Position/title:	Institution:	
Address:		
Email address:	Phone:	Fax:

This confidential report must be both prepared and signed by the referee named above. Evidence to the contrary will result in the cancellation of any offer of admission (whether or not accepted), and/or exclusion from the university.

Please return the completed report directly to the student in the envelope provided. Seal and sign the envelope along the back flap

Thank you for your time and assistance in completing the reference