



**Application for Admission to Research Postgraduate Programmes (MPhil / PhD)
Confidential Recommendation Form**

In connection with an application for admission to a research postgraduate programme of this University, your name has been provided by the applicant as a referee. We would appreciate your assistance in assessing the applicant's suitability for postgraduate study at the University by completing and returning this form **within two weeks** from the date you received it to the **Office of Graduate School, Hong Kong Baptist University, Kowloon Tong, Hong Kong** [Fax : (852) 3411-5133].

Part A (To be completed by applicant)

Name of Applicant : _____
(in English, surname first) *(in Chinese)*

Programme Applied for: PhD MPhil *[Please tick as appropriate.]*

Department Applied for : _____

Field of Study : _____

Part B (To be completed by referee)

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

2. If the applicant was a student in your class, please rank his or her academic performance:

_____ place out of _____ students

Comments, if any : _____

3. Does the academic record truly reflect the applicant's performance?

Yes/No ❶

If not, please explain.

❶ Please delete where inappropriate.

4. Please rank the applicant, in comparison to other students or employees whom you have known in similar capacities, with respect to the following criteria. *[Please tick as appropriate.]*

Characteristic	Outstanding (Top 5%)	Excellent (Top 15%)	Good (Top Third)	Average (Middle)	Below Average	Unable to Assess
Intellectual Ability						
Chinese Proficiency						
English Proficiency						
Emotional Maturity						
Capacity for Problem Solving						
Diligence						
Team Spirit						
Research Ability						
Motivation for Postgraduate Studies						

5. What is your opinion on the applicant's potential for a career in the chosen field of study? What do you consider to be his/her strengths and weaknesses in this respect?

6. Would you recommend the applicant to pursue research postgraduate programme as stated in Part A? *[Please tick as appropriate.]*

- Highly Recommended
- Recommended
- Not Recommended

7. Please add any comment you think will be of assistance in assessing the applicant. A separate sheet may be appended if necessary.

8. Signature _____ Date _____

Name (in BLOCK letters) _____

Organization _____

Position _____

Telephone No. _____ Fax No. _____

Email Address _____

Correspondence Address _____
