

Academic Reference for Admission (Referee Form)

Please return this form together with your reference letter to the Centre for Innovative Management, 301 - 22 Sir Winston Churchill Avenue, St. Albert, AB T8N 1B4

Name of Applicant

LAST

FIRST

Title/Position

Company

The above-named person has applied for entry into Athabasca University's Doctorate in Business Administration program. Please provide your candid assessment of the applicant, whom you should know well enough to evaluate fairly and accurately. Please respond to the following questions and add any observations or comments that you think are relevant to this applicant's goal to obtain a doctoral business degree and his/her ability to successfully undertake graduate level studies.

Name of Referee

LAST

FIRST

Title/Position

Company

Work Address

NUMBER

STREET

CITY

PROVINCE/STATE

POSTAL CODE/ZIP

COUNTRY

Telephone

Fax Number

E-mail

Evaluation Questions

Please evaluate the applicant along the following dimensions, against others you know who are in a similar capacity.

	Excellent (top 10%)	Good (top 20%)	Average (top 50%)	Below Average	Not Known
Scholarly promise					
Research ability					
Analytical and evaluative skills					
Quantitative skills					
Organizational skills (eg, time management, task completion)					
Written communication					
Initiative/motivation					
Integrity					
Ability to work with others					
English proficiency					

Please attach your letter of reference to provide further information on the following:

- the length of time and the capacity in which you have known the applicant
- the applicant's strengths and weaknesses in relation to the dimensions listed in the above table and how improvements can be made (provide examples)
- additional comments you have regarding the applicant's suitability for doctoral studies.

Declaration

I ☐ Strongly recommend ☐ Recommend ☐ Recommend with reservations ☐ Do not recommend

that this applicant be admitted to Athabasca University's Graduate Management Programs.

Signature of Referee

Date

In accordance with the FOIP Act, the information contained in letters of reference is NOT considered confidential. The applicant may, upon request, view your letter.