



BELLS UNIVERSITY OF TECHNOLOGY

Km 8, Idi-Iroko Road, Ota, Nigeria

www.bellsuniversity.edu.ng

Postgraduate Reference Form

This reference form should be enclosed in a sealed envelope and addressed to the Secretary, Postgraduate School, Bells University of Technology, Ota.

APPLICANT DETAILS (Applicant should complete this section and send to Referee)

Surname _____ First Name _____ Middle Name _____

Course Applied For _____

Specialization _____

REFEREE SECTION

Dear Madam/Sir,

The applicant named above is applying to this Institution for admission as a postgraduate student. To help us in the selection process, please complete the following:

APPLICANT INFORMATION

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

ASSESSMENT

Please assess the candidate on a scale of 5 (highest) to 1 (lowest) in relation to the following criteria. Please circle appropriately.

	Excellent	Very Good	Good	Fair	Poor	Unable to comment
Intellectual capacity	5	4	3	2	1	0
Ability to produce original work	5	4	3	2	1	0
Ability to keep to deadlines	5	4	3	2	1	0
Ability to work with others	5	4	3	2	1	0
Ability to work independently	5	4	3	2	1	0
Oral communication skills	5	4	3	2	1	0
Written communication skills	5	4	3	2	1	0
OVERALL ASSESSMENT	5	4	3	2	1	0

WRITTEN COMMENTS

Please comment freely on the applicant to include:

- ✓ Applicant suitability for the chosen area of study.
 - ✓ If you know/knew the applicant as a student, details of the applicant's academic performance.
 - ✓ If you know/knew the applicant as an employee, outline on the applicant's responsibilities and an assessment of the applicant's competence and performance in workplace.
 - ✓ Any area of weakness
 - ✓ Any other information you consider relevant to the applicant suitability for postgraduate study.
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REFEREE INFORMATION

Name _____ Title _____
Position _____
Name of Organization _____
Address _____
E-mail _____ Telephone _____
Signature _____ Date _____