

Recommendation form

MDP, BML, PGDip and MBA students

Please arrange for your supervisor / manager to complete the recommendation form

I agree that the recommendation I am requesting shall be held in confidence by officials of the University of the Free State, and I hereby waive any rights to examine it.

Applicant's name		Signature		Date	
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RECOMMENDER

Surname, Name		Title	
Organisation			
Email address			

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

Are you familiar with the applicant's academic record? _____

Do you feel that the applicant is prepared academically for the challenges of this programme? _____

Do you feel that the applicant is prepared emotionally for the challenges of this programme? _____

How do you rate the applicant's skills in the following areas?

	Excellent	Good	Average	Poor	Cannot
Written communication skills					
Oral communication skills					
Quantitative skills					
Problem-solving skills					
Decision-making skills					
Ability to work with others					

If English is not the applicant's home language, please comment on his/her oral and written English proficiency

	Excellent	Good	Average	Poor	Cannot
Written communication skills					
Oral communication skills					

EMPLOYER'S UNDERTAKING

We hereby undertake to give the candidate absence of leave for class activities

Yes		No	
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We recommend the candidate for the following programme

Higher Certificate in Management Development (MDP)		Bachelor of Management Leadership (BML)		Postgraduate Diploma in Business Administration (PGDip)		Master of Business Administration (MBA)	
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Recommender's signature

Date

To the recommender: Please return this recommendation form to the applicant in a sealed envelope.