



SCHOOL OF TECHNOLOGY

**Post-Graduate Diploma in IT Project Management (PG. Dip. ITPM)
Programme
Referee Report Form**

I. This section is to be completed by the applicant

After filling out this section, please give this form to one of your referees.

Applicant's Name

Applicant's Address

City/Country

Programme of Study

Date of Birth

Telephone Number :

Fax Number:

Email

I hereby authorize the appropriate person(s) to provide the information requested in this document.

Applicant's Signature

Date

II. This section is to be completed by the referee

GIMPA would appreciate your assessment of the applicant's qualities. The Institute will use your appraisal only in the evaluation of the participant's admission and its confidentiality will be safeguarded.

Please complete this form as soon as possible. Seal it in an envelope, sign across the seal to ensure confidentiality and return to the applicant.

1. General Rating

Please indicate your opinion of this applicant in the context in which you know him or her:

Your assessment should be indicated in each case by ticking of the appropriate check box:

1.1 In your view, how does the applicant rate on the following personal characteristics?

Motivation

Very High High Above Average Average Below Average Low Very Low Not Known

Self Discipline

Very High High Above Average Average Below Average Low Very Low Not Known

Leadership

Very High High Above Average Average Below Average Low Very Low Not Known

Self-Confidence

Very High High Above Average Average Below Average Low Very Low Not Known

Maturity

Very High High Above Average Average Below Average Low Very Low Not Known

Academic Ability

Very High High Above Average Average Below Average Low Very Low Not Known

1.2 Please indicate how well the applicant is known to you:

- Known only through Records Seen occasionally Known personally

1.3 Please indicate how long you have known the applicant:

- Less than 1 year 1-3 Years More than 3 years

1.4 The applicant has been known to you as a:

- Student Subordinate Colleague Friend Acquaintance

2. **Specific Comments**

2.1 What do you see as the personal strengths of the applicant?

2.2 In your view, what weakness might the applicant show?

2.3 GIMPA would appreciate your overall assessment of the applicant's academic capabilities:

3. **The Referee:**

Referee's Name

Organisation

Position

Address

Region/City/Country

Contact Phone Number:

Fax Number

Referee's Signature

Date

E-mail:
