

**Turkish-German University**

**Institute of Social Sciences**

[**PhD in Business and Economics**](http://sbe.tau.edu.tr/de/phdbusecon10)

**Academic Reference Form**

**Please use only this form to share your evaluation regarding the applicant’s past academic performance and send the completed form as attachment to phdbusecon@tau.edu.tr from your institutional email address.**

Thank you for agreeing to write a reference. Your letter is important to the applicant; we cannot consider applications without supporting references.

**Please follow the instructions below:**

1. Please complete all of the information below, to enable us to match your reference to the applicant’s file.
2. Please address all of the subsequent questions in your reference letter.
3. Please inform the applicant briefly when you have sent your reference.
4. Your letter of reference will only be shared with the members of the relevant graduate selection committee.

**Applicant details:**

|  |  |
| --- | --- |
| Surname: | Forename(s): |
| Date of Birth (DD/MM/YY):  **\_ \_** / **\_ \_** / **\_ \_ \_ \_** | Application Category:  () Business () Economics |
| Programme applied for:  **PhD in Business and Economics** | Email:  Phone Number: |

**Your details:**

|  |  |
| --- | --- |
| Name: | Contact email address: |
| Current position: | How is the applicant known to you? |
| Current institution: | How long have you known the applicant? |
| Has the applicant discussed his/her motivation for the proposed programme of study with you? | What is/was the language of instruction for the applicant’s degree? |
| City, Country: | Date:  **\_ \_** / **\_ \_** / **\_ \_ \_ \_** |

**Ranking:** Relative to other students from the same university and following the same degree programme, please indicate an overall assessment of the applicant’s ranking in class; please indicate if the ranking system is formal or informal

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Top 1%** | **Top 5%** | **Top 10%** | **Top 25%** | **Top 50%** | **Bottom 50%** | **Unable to comment** |
| Academic Performance |  |  |  |  |  |  |  |
| Intellectual Ability |  |  |  |  |  |  |  |
| Capacity for Original Thinking |  |  |  |  |  |  |  |
| Motivation for Further Study |  |  |  |  |  |  |  |
| Written Communication Skills |  |  |  |  |  |  |  |
| Oral Communication Skills  (including willingness to contribute valuably to seminar discussion where applicable) |  |  |  |  |  |  |  |
| English Communication Skills |  |  |  |  |  |  |  |
| Mathematical and Statistical Skills |  |  |  |  |  |  |  |

**What is your overall appraisal of this applicant?**

|  |  |  |  |
| --- | --- | --- | --- |
| **( )**  I strongly recommend this applicant for your Doctoral Programme on Business and Economics. | **( )**  I recommend this applicant your Doctoral Programme on Business and Economics. | **( )**  I do not recommend this applicant for your Doctoral Programme on Business and Economics. | **( )**  Unable to comment |

**Please provide a written evaluation for the Graduate Admission Committee. Items to consider when writing your reference into the space provided below:**

1. How well do you know the applicant’s academic work?
2. If your university does not supply transcripts, please comment specifically on the courses taken by the applicant and the grades attained.
3. In your opinion how well do the applicant’s studies to date equip him or her to follow the Doctoral Programme on Business and Economics at TGU? You might wish to comment on the applicant’s: writing skills; analytical skills; ability to participate effectively in seminar debate and discussion; presentation skills; quantitative skills (if relevant to programme).
4. To your knowledge does the applicant have any work experience relevant to this application?
5. To your knowledge does the applicant have any other qualifications relevant to this application?
6. Do you have any other comments on this applicant’s application to TGU for graduate study?

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**Your Written Evaluation:**