

**POSTGRADUATE PROGRAMME  
REFERENCE FORM (CONFIDENTIAL)**

**INFORMATION FOR CANDIDATE**

1. The candidate shall send the reference form(s) to his/her referee(s) requesting that the reference(s) form be completed and sealed in an envelope. The referee(s) shall sign across the seal and return to the candidate or forward to IPS, MMU.
2. It is the responsibility of the candidate to ensure the reference forms are forwarded to IPS, MMU within two weeks after the deadline of application.

**PART I: TO BE COMPLETED BY THE APPLICANT**

Name of Applicant (in BLOCK CAPITALS):

Programme Applied:

Campus:

**PART II: TO BE COMPLETED BY THE REFEREE**

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

2. How do you rate his/her academic ability?

3. Taking overall view, what do you consider to be the applicant's major talents and strengths? What do you consider to be the applicant's major weakness?

4. Please rate the applicant in relation to the following aspects:

		Outstanding	Good	Average	Poor	Unable to Assess
A	Intellectual ability.					
B	Capacity for original thought: e.g. Ability to initiate new ideas					
C	Organisational ability: e.g. Ability to work with others & leadership quality.					

5. Please state your observation on the applicant's suitability for the programme, together with any other information, which might assist the University in making a decision.

*\*Continue on a separate sheet if necessary.*

6. RECOMMENDATION:

State your support for this application.

- Strongly recommend
- Recommend
- Do not recommend

REFEREE NAME:

POSITION:

ORGANISATIONAL ADDRESS:

TELEPHONE NO:

FAX NO:

E-MAIL ADDRESS:

Referee's Signature and Official Stamp: \_\_\_\_\_ Date: \_\_\_\_\_

All information provided will be treated CONFIDENTIALLY. Your assistance in providing the information is highly appreciated.

Kindly return the form to:

**FOR (CYBERJAYA CAMPUS) PROGRAMMES**

Institute for Postgraduate Studies (IPS)  
Multimedia University, Persiaran Multimedia  
63100 Cyberjaya, Selangor Darul Ehsan, Malaysia

Contact Number: 603-8312 5290/5560  
Fax: 603-8312 5300 / Email: [ips@mmu.edu.my](mailto:ips@mmu.edu.my)

**FOR (MELAKA CAMPUS) PROGRAMMES**

Institute for Postgraduate Studies (IPS)  
Multimedia University, Jalan Ayer Keroh Lama  
75450 Bukit Beruang, Melaka

Contact Number: 606-252 3166/3564  
Fax: 606-231 7141 / Email: [ips@mmu.edu.my](mailto:ips@mmu.edu.my)