

Management Development Certificate Reference Form

A reference is required to apply for the Management Development Certificate. Reference forms can be printed and posted to us (paper-based reference), or saved in .pdf format and emailed to us (electronic reference).

For paper based references, each referee should complete the form, print it, attach any additional comments, seal it in an envelope, sign across the seal, and return the form directly to the applicant for submission with his/her application package. While it is preferred that references be submitted together as part of an application package, they may also be submitted directly to the IOMBA Admissions Office.

For electronic references, we will only accept reference forms that will be emailed to us directly by the reference provider. In this case, the reference provider should fill the form, save it ("save as", please make sure you rename the file to match the applicant's last name), and email it to the IOMBA Admissions Office iomba@unige.ch *Please note that you will need Adobe Acrobat software (full version, not the reader) in order to be able to save the form correctly.*

Important note: We reserve the right to contact referees. Any applicant who submits a fraudulent document in support of an application will be disqualified. Family members cannot act as referees. Please note that applications will not be processed until references have been received.

Applicant information

First name(s):

Last name(s):

1. How long and under what circumstances have you known the applicant?:

2. Evaluation of the applicant's performance (*please put an "x" in the chosen fields*):

Category	Exceptional Top 1%	Excellent Top 10%	Good Top 25%	Average Top 40%	Below 50%	Unable to assess
Academic Achievement						
Background Preparation						
Originality						
Research Skills						
Diligence/ Perseverance						
Judgment/ Critical Sense						
Intellectual Curiosity						
Oral/Written Communication						
Overall Evaluation						

Please describe your comparison group:

How many individuals?

Over how many years?

3. In your opinion, has the applicant's academic program to date (composition and level of achievement) and other relevant experience prepared him/her for the proposed study programme?

4. What is your recommendation regarding the admission of this applicant to the Management Development Certificate?

5. Please copy and paste the text of your reference in the space below. This text should address the applicant's principal strengths, the areas in which he/she can improve, and any additional information that you believe would be useful in assessing the candidate for admission to the programme.

6. Signature

Full Legal Name:	
Position/Title:	
Organization:	
Full Postal Address:	
Country:	
State / Province:	
Zip/Postal Code:	
City:	
Telephone:	
Email:	
Please verify your email:	
Date of Signature:	day: month: Year: