## **Letter of Reference -- Example**

## ***This letter should be filled in by a professor under whom the applicant has studied or carried out research, OR by someone who has supervised a work/internship related to the applicant’s field of study.***

## ***The referee will have to fill out the document in English, and have to return the scan version directly per email to ISARA-Lyon =>*** ***student@isara.fr***

## ***This letter is an important element in the selection of the applicants; it provides an invaluable assessment of the skills and abilities that you have had an opportunity to observe. Thank you in advance for your assistance in providing this evaluation.***

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| **1/ First Name & Surname of the applicant:** |

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| **2/ Please indicate the circumstances and period in which you have worked with the applicant (lectures, practical/lab work, project, or thesis supervision):**  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **3/ With respect to the other students of his/her class, please rank the applicant?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **Average** | **Below Average** | **I Don’t know** |
| Theoretical knowledge | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Intellectual ability  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Work load capacity | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Capacity of expression  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Leadership ability | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Capacity of being open-minded | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Potential for significant future contribution in field | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| **4/ On a scale of a 1 to 100 (considering 100 to be the highest), please rank the applicant in relation to other co-workers/students in his(her) work/class:** |

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| **5/ Include any additional information you consider relevant concerning the academic, professional,****or human qualities and skills of the applicant** |

|  |  |  |  |  |  |  |  |  |  |  |
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| **6/ Thank you for assisting us by ticking one or more of the following points**

|  |  |
| --- | --- |
| I would strongly recommend this applicant for this MSc course | [ ]  |
| This applicant would benefit greatly from the experience of this MSc course | [ ]  |
| This applicant would definitely make a positive contribution to this MSc course | [ ]  |
| I would have some reservations about this applicant’s suitability for this MSc course | [ ]  |
| I am unable to comment on this applicant’s suitability for this MSc course | [ ]  |

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**First Name & Surname of the referee:       Position/Title:**

## **University/Company:**

**Phone:       E-mail:**

**Signature: Date (DD/MM/YYYY):   /  /**