

## **Information and instructions for the referee**

**Student:** Ask your academic referee to complete the form. It is the applicants' responsibility to ensure that the reference is submitted in a **sealed envelope** to the appropriate university contact person prior to deadline.

**Referee:** Complete the form and put it in a sealed envelope marked 'outgoing student reference + student's name' and return to the student.

The above individual is applying for a place to student exchange via one of Malmö University's exchange agreements. A student exchange is an academically and personally challenging programme that expects the students to take advantage of the unique geographic, cultural and academic characteristics of the Host institutions and/ or regions in which they will be living. Students are involved in a variety of challenging cross-cultural situations – both in and out of the classroom – and will be called upon to learn from both experiential and traditional academic methods. To succeed, the application must have a high degree of academic and personal motivation and the ability to interact with people of different social and cultural backgrounds.

When applying for a place at one of Malmö University's Student Exchange Partner Universities, students often need to submit a Letter of Reference. This often requires information showing the students' motivation, adaptability, academic skills and other such qualities. We therefore appreciate any observations that will assist the Partner University in evaluating the applicant, and of special interest are qualities such as competence, independence, assertiveness, quality of performance, confidence, social skills, open-mindedness and integrity. Therefore, we would like to emphasize the value of your appraisal of the applicant's chances for both academic and non-academic success in the exchange period by considering both his/her strong and weak points.

**Applicant Information (to be completed by the Applicant or Referee)**

Last Name	First Name	Date of Birth (yyyy/mm/dd)
Study programme at Malmö University		Faculty/Department/School

Host Institution and country
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**Reference (to be completed by the Referee)**

Referee's Name	Position or title
Faculty	Department/School (if applicable)
Email	Phone

<p>How long and in what capacity have you known this applicant?</p>  <p>How well do you know the applicant? (check the most appropriate response)</p> <p><input type="checkbox"/> Extensive contact in a variety of settings</p> <p><input type="checkbox"/> Well acquainted in the classroom or campus environment</p> <p><input type="checkbox"/> Limited contact in the classroom or campus environment</p> <p><input type="checkbox"/> Other (please specify)</p>
<p>In comparison with other students whom you have known at comparable stages of their education, please rate the applicant in the following areas below:</p>

	Excellent	Good	Average	Poor	Unknown
Writing ability					
Oral communication ability					
Ability to meet deadlines					
Cope with ambiguity					
Work in a group of peers					
Class attendance					
Maturity					
Initiative					
Motivation					
Open-mindedness					
Common sense and good judgement					
Cooperation					
Adaptability					
Independence					
Self-confidence					

What are the applicant's strengths relevant to studying abroad?
What are the applicant's potential weaknesses that might be relevant to studying abroad?
In what sense will the student benefit from exchange studies?
Do you recommend this student for the exchange place? <input type="checkbox"/> Yes <input type="checkbox"/> Yes with reservation (please specify) <input type="checkbox"/> No
Additional comments

Referee signature	Place and Date (yyyy/mm/dd)
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