

## Non-Academic Reference for Student Exchange



Instructions:

**Student:** Ask your 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.

### 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)

*\*References from family members or friends will not be accepted*

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.

In making decisions on the appropriateness of a student's participation in the Malmö University Student Exchange, we need to have knowledge of their motivation, adaptability, academic skills and those qualities that will give the student the sound basic ability to benefit fully from the experience. We appreciate any observations that will assist the Host Institution in evaluating the applicant, and of special interest are qualities such as competence, independence, assertiveness, resourcefulness, 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.

Referee's Name	Relationship to student (e.g. employer, landlord, coach, volunteer supervisor)
Organisation/institute/company	Address of organisation
Email	Phone

How long and in what capacity have you known this student?

How well do you know the applicant? (Check the most appropriate response)

- Extensive contact in a variety of settings  
 Well acquainted in the above specified capacity  
 Limited contact in the above specified capacity  
 Other (please specify)

Using your own personal experiences and knowledge of the applicant, please rate them in the following areas.

	Excellent	Good	Average	Poor	Unknown
Ability to deal with potentially stressful situations					
Cope with ambiguity					
Cope with unusual situation					
Cope in cross-cultural situations					
Tolerance of others					
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?

Do you recommend this student for the exchange place?

- Yes  
 Yes with reservation (please specify)  
 No

Additional comments

Referee signature

Place and Date (yyyy/mm/dd)