**APPENDIX IV**

 **REFERENCE LETTER**

Curse to be attended: **PhD** in Electrical Engineering ( )

**Master** in Electrical Engineering (academic) (....)

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| --- |
| ***Note****: fill only section A and send it to your referee together with a copy of your undergraduate/graduate transcript of record* |

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| --- |
| **A. Candidate Name:**  |

**B. Confidential information upon candidate:**

**1 – I have known the candidate since 20\_\_\_ He/She was my student in the curse:**

|  |  |  |
| --- | --- | --- |
| 1 Undergraduate | 1 Graduate | 1 Other (specify)  |

**2 – I was the candidate:**

|  |  |
| --- | --- |
| 1 Lecturer in a discipline  | 1 Lecturer in few disciplines |
| 1 Supervisor | 1 Head of the Department/Course |
| 1 Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**3** - We would like to have your opinion upon the candidate who wants to be enrolled in a graduate course on Electrical Engineering at UDESC. This information will be treated as CONFIDENTIAL, letting us to evaluate the candidate´s intellectual capacity and his/her motivation for advanced studies and research. We should compare the candidate to other students you have had over the last 5 years, according to the criteria as it follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CRITERIA** | **Excellent**(>5%) | **Good** (>20%) | **Fair**(>50%) | **Weak** | **Not considered** |
| Intellectual ability |  |  |  |  |  |
| Motivation for advanced studies |  |  |  |  |  |
| Capacity for individual work  |  |  |  |  |  |
| Oral expression ability |  |  |  |  |  |
| Writing skills |  |  |  |  |  |
| Overall assessment |  |  |  |  |  |

Number of students considered for the above scores: \_\_\_\_\_\_\_

**04 - Does the undergraduate/graduate transcript of record reflect the candidate´s intellectual capacity?**

|  |  |
| --- | --- |
| 1 YES | 1 NO (please, justify): |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**05 – Please, take a minute and write your opinion about the candidate´s intellectual capacity for advanced studies in the selected area of study:**

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**06 – Would you accept the candidate to attend the graduate course of your University?**

|  |  |  |
| --- | --- | --- |
|  | 1 Yes | 1 No |
|  | 1 We do not have similar course |  |
|  | 1 Yes, but:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- |
| referee name: |
| University: |
| Department: |
| Address: |
| Country: |
| E-mail:  |

**Please, send this letter as a PDF file at** **ppgeel.cct@udesc.br**

**Email title (master / PhD in Electrical Engineering - full name)**