

## Guide to Referees of Applicant – Master of Business Administration (MBA)

### Corporate & Executive Education

*Thank you for agreeing to provide a written reference for an applicant applying to undertake the Waikato MBA programme. Part I of the Waikato MBA provides participants with the management skills that are prerequisite for leadership in the modern business world. The breadth of understanding gained enables participants to successfully manage a functional area within an organisation while understanding the needs and requirements of the associated functional areas. Part II of the MBA advances a participant's strategic understanding of business and the complex issues faced by business leaders. It is designed to address the corporate challenges of leadership and value creation while ensuring a commitment to environmental, cultural and social issues.*

Participants have a wide exposure to leadership issues and extend the cross functional learning from Part I to a more strategic and international level. In Part II they work on integrating the material covered in both Part I and Part II of the programme and completing a major research project for an organisation of their choice.

The Waikato MBA can be completed over 2-3 years part-time. Each paper requires 15-16 hours of classroom contact as well as self-directed preparation and assignment completion outside the classroom. For every hour of classroom time an average of 2-3 hours of additional study is required.

The applicant believes you are in a position to critically evaluate his or her practical or academic experience. Your letter of appraisal will be treated in the strictest confidence and your comments will play a significant role in our evaluation of the applicant.

Please note that the reference you provide will be confidential to you and *Corporate & Executive Education* staff under the New Zealand Privacy Act 1993. The University will, in accordance with the provisions of the Act, make available to you on request the personal information it collects, and will make any appropriate corrections to that information to ensure that the information held is accurate. Your reference will not be shown to the applicant and will be destroyed on completion of the programme.

The Admissions Committee suggests you base your evaluation of the applicant on the factors listed below.

#### Capacity

Do you consider the applicant to possess the intellectual capability, maturity of judgement and commitment to complete a Masters programme?

Does the applicant have the time and ability to complete a *Corporate & Executive Education* programme?

#### Motivation

Does the applicant have the desire and stamina to complete this programme of study? If you are a colleague or employer of the applicant, does he/she have the support of senior management and their immediate supervisor for this undertaking? If not a colleague or employer, do you believe that the applicant's employer will offer support for the programme of study?

If you are conversant with the applicant's family, can you advise of their likely support for the undertaking?

#### Appropriateness

Please comment on the applicant's position in the organisational hierarchy (top, middle, lower) and on the applicant's career path to date, if known. Do you believe that the programme the applicant is looking to undertake, will provide a pathway to their aspiration for career development?

*Please be as specific as possible when evaluating the applicant.*

Thank you for your assistance

Dr Peter Sun, Associate Dean – Enterprise, Corporate & Executive Education