**School of Business – Doctor of Business Administration (DBA)**

**新跃社科大学商学院工商管理博士**

**Reference Letter Template**

**推荐信模板**

Please write or type legibly

This letter is intended to be filled out by a referrer who holds a certain level of prestige in the **business, political, or academic field**. Referees are required to submit the reference letters directly to the Student Admissions department at [admissions@suss.edu.sg](mailto:admissions@suss.edu.sg)

敬请工整书写或打印此信

请在**商界、政界、学界**有一定声望的推荐人填写

请直接将推荐信发至招生部电邮 [admissions@suss.edu.sg](mailto:admissions@suss.edu.sg)

**To the Referee**

The Doctor of Business Administration (DBA) programme offered by School of Business of the Singapore University of Social Sciences (SUSS) focuses on training students to acquire in-depth knowledge and skills in selected management areas. With the training provided in this programme, **entrepreneurs, senior management executives, and mid-career industrial practitioners** are expected to develop rigorous and structural thinking process, acquire deeper knowledge and advanced research methodologies, and cultivate analytical skills that enable them to investigate and solve complex management problems and support evidence-based strategy formulation.

The DBA curriculum offers exposure to knowledge relevant to the digital economy and provides students with a choice of management courses or a mix of multi-disciplinary courses to suit their applied research objectives. The programme is supported by a flexible learning environment that draws its benefits from SUSS's close linkage with industries. Applicants are expected to possess both moral character and outstanding abilities, hold key decision-making positions in leading industry enterprises, have a minimum of 5 years of work experience, and hold a Master’s degree in business administration (MBA), Executive Master of Business Administration (EMBA), or a related discipline.

Rest assured that the content of the reference letter and your personal information will be treated with strict confidentiality. We sincerely appreciate your assistance in completing this letter.

**致推荐人**

新跃社科大学商学院推出的工商管理博士(DBA)学位项目旨在通过本学位项目的训练，帮助**企业家、企业高级管理人员和处于职业生涯中期的专业人士**形成严格的、结构化的思维模式，获得更深入的行业知识和先进的研究方法，培养定量及定性分析的能力，使其能够对复杂的管理问题进行调查研究从而提出解决方案，制定有实证支持的战略规划。

本项目招收来自中国，新加坡以及东南亚其他国家等不同背景的学生，学生在本项目的学习过程将受益于新跃社科大学灵活的学习环境，中、英双语环境和与工业界建立的紧密联系。要求申请人德才兼备，处于最具代表性的行业领先企业的核心决策层；拥有不少于5年的工作经验；具有工商管理硕士（MBA）或者高级工商管理硕士（EMBA）或者相关学科的硕士学位。

对于推荐信的内容及您的个人信息我们将严格保密。诚挚感谢您填写此推荐信!

**被推荐人(申请人)姓名 Applicant’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **How did you know the applicant? How long have you been knowing each other?**

**你是如何认识这位申请人的？您们认识多久了？**

1. **Please comment on the applicant's performance, potential, background, or personal qualities. Please provide specific examples.**

**请评论申请人的表现，潜力，背景或个人素质。请提供具体示例。**

1. **Please indicate your overall evaluation:**

**请给出您对被推荐人的总体评价:**

□ Strongly recommend 极力推荐

□ Recommend推荐

□ Recommend with reservation有保留的推荐

**签名 Signature: 日期 Date:**

**———————————————————— ———————————————————————**

Please fill in the following information. We will keep your information confidential, and if necessary, will contact you.

请您填写以下个人信息，我们承诺，对于您的个人信息我们将严格保密，仅作确认使用（必要时我们可能会与您联络）。

**Referee’ s Name推荐人姓名: Miss/Ms. /Mr./ Mdm./ Dr.**

**Referee’ s Company / Institution推荐人单位名称:**

**Referee’s Title推荐人职务:**

**Referee’ s Company/ Institution Address推荐人单位地址:**

**Referee’ s Business Tel Number推荐人工作电话:**

**Referee’ s Email推荐人电邮:**

Referees are required to submit the reference letters directly to the Student Admissions department at [admissions@suss.edu.sg](mailto:admissions@suss.edu.sg)

请直接将推荐信发至招生部电邮[admissions@suss.edu.sg](mailto:admissions@suss.edu.sg)

**For further information, please contact us：**

**如果您需要了解DBA项目的更多信息，请与新跃社科大学项目组联系：**

Address 地址：Singapore University of Social Sciences

463 Clementi Road, Singapore 599494

E-mail 电邮：sbiz\_dba@suss.edu.sg

Website 网址：suss.edu.sg/DBA