



MEME Reference Form

Return via e-mail to meme@rug.nl
For more details please see: www.evobio.eu
Deadline: 3 January 2014 at 12 PM CET



General Information

The MEME Programme (Erasmus Mundus Master in Evolutionary Biology) is a two-year research-oriented Masters programme for talented and motivated students who are interested in understanding evolution in all its facets. We would appreciate your personal evaluation of the applicant's scientific aptitude, intellectual ability and personal characteristics which would influence his or her potential success in such a programme.

Please fill in the candidate's name and all other information requested in the form below. If you like to add any additional information that you feel would be useful in evaluating this candidate, please do so on page 3 or attach Letter of Reference.

After having filled in all requested information, please save the form with the last name of the candidate in the file name. Send the form directly to meme@rug.nl – we do not allow the candidates to send us the referee forms. Please return this form before the deadline of **3 January 2014** (at 12 PM CET). Please ensure that you have received a confirmation message within 7 days from the relevant application deadline. If you have any questions, please send an email to Dr Irma Knevel (i.c.knevel@rug.nl).

Candidate Information

Name of applicant (first, last)	
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Referee Information

Your name (first, last)			
Position/title			
Institution name			
Department			
Country		Tel:	
Contact e-mail			

Short Questions

How long have you known the applicant?
Have you taught or supervised the applicant yourself?
Would the applicant be qualified and eligible for a research oriented MSc programme at your university?
Does the candidate have any academic deficiencies that would need to be remedied during the course of their MSc programme?

If you have any reason to believe that the applicant should not be considered for a prestigious research oriented MSc programme, please explain here, on page 3 or send a separate letter.

Overall Quality

<i>Please rate the candidate regarding the following abilities and characteristics (please tick the appropriate box for each quality):</i>						
Quality	Truly Outstanding	Excellent	Good	Average	Below Average	Insufficient information
Ability to complete an MSc	<input type="checkbox"/>					
Depth and breadth of knowledge	<input type="checkbox"/>					
Initiative	<input type="checkbox"/>					
Communication skills	<input type="checkbox"/>					
Stamina to complete a task	<input type="checkbox"/>					
Ability to work independently	<input type="checkbox"/>					
Ability to work with others	<input type="checkbox"/>					
Ability to handle criticism	<input type="checkbox"/>					
Other (specify):	<input type="checkbox"/>					
<i>Please rank the applicant relative to other students in the same cohort, or at the same stage in their career (please tick the appropriate box) and fill in groups size and group rank:</i>						
<input type="checkbox"/> Top 1-2% <input type="checkbox"/> Top 5% <input type="checkbox"/> Top 10% <input type="checkbox"/> Top 25% <input type="checkbox"/> Other						
Comparison group (size)			Rank (position/total)			

Language Skills

<i>If the applicant is not a native English speaker, please rate her or his proficiency in reading, writing and speaking English (Appendix 1 on page 4 gives an explanation of the categories below).</i>					
Basic user		Independent user		Proficient user	
A1: <input type="checkbox"/>	A2: <input type="checkbox"/>	B1: <input type="checkbox"/>	B2: <input type="checkbox"/>	C1: <input type="checkbox"/>	C2: <input type="checkbox"/>
Additional comments:					

Additional statement

Please use this space to provide a written reference. If there is not enough space, you can also attach a separate statement or Letter of reference written on paper with the university letterhead.

Large empty rectangular box for providing a written reference.

In lieu of a handwritten signature, please check the box indicating that you have performed an accurate and confidential assessment of the applicant.

Completed by:

On:

Name:

Date (dd/mm/yyyy):

Appendix 1: Levels of language proficiency

Information based on the Reference Levels of the Council of Europe
http://www.coe.int/t/dg4/linguistic/cadre_EN.asp?

Proficient User	C2	Can understand with ease virtually everything heard or read. Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.
	C1	Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.
Independent User	B2	Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
	B1	Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.
Basic User	A2	Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
	A1	Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.