

**DEMOCRITUS UNIVERSITY OF THRACE**DEPARTMENT OF CIVIL ENGINEERING
DEPARTMENT OF ELECTRICAL ENG. & COMPUTER ENG.**UNIVERSITY OF MACEDONIA**

DEPARTMENT OF BUSINESS MANAGEMENT & ADMINISTRATION

**JOINT GRADUATE PROGRAM IN
SYSTEMS ENGINEERING AND MANAGEMENT****RECOMMENDATION LETTER**

The person named below is requesting that you supply a letter of recommendation to support his/her application for admission to the Joint Graduate Program in "System Engineering and Management". An applicant to the Democritus University of Thrace he/she has the option to have or not have access to this document. You should know that if he/she specifies so, the below named applicant will have access to this document if and when he/she becomes enrolled at D.U.Th.

To be completed by the applicant:**NAME OF APPLICANT**

Last Name	First Name	Middle Name	Other Name
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I hereby specify that I wish I do not wish to have access to this confidential document or to any accompanying information from school records. I understand and accept that the procedures followed at D.U.Th. ensure that the following material will be kept confidential from both the public and myself, unless I specified differently above.

Signature: _____

Date: _____

REFEREE'S DATA

Name: _____

Last	First	
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Firm or Institution Name: _____ Position: _____

Mailing Address _____ Street _____ Number: _____

City: _____ County: _____ Zip Code: _____

Phone Numbers: _____

Email: _____ @ _____ Repeat Email: _____ @ _____

For accuracy, please write your email address a second time.

To be completed by the referee:

I know the Candidate since: _____

We have collaborated while he/she conducted the following work (check one or more as appropriate):

- Project Preparation
- Diploma Thesis
- Research
- Other Technical Work, please specify: _____

With respect to the following criteria, I rank the Candidate's performance in comparison to his/her classmates as follows:

Criterion	Weak (< 50%)	Average (50%)	Good (25%)	Very Good (10%)	Excellent (5%)	With Distinction (2%)	Not enough data to judge
Course Marks in the courses I teach							
Handling / Formulation of Problem Solutions							
Creativity at Work							
Independence							
Consistency, Punctuality, Working Habits							
Breadth of Technical Knowledge							
Computer skills							
Computer Programming							
Personality							
Team Performance							
Overall Intellectual Capacity							
Verbal skills / ability to express concepts/ideas							
Writing skills							

Please give your personal assessment of the applicant's with respect to the following:

1. Ability to succeed in advanced study and perform independent research and analysis.
2. Personal initiative, perseverance and ability to communicate.
3. Ability to use oral and written Greek and other languages, to your knowledge.

Considering the preceding information (please check one of the following):

- The candidate has excellent qualifications and for this reason I have no reservations in recommending him/her for admission to the graduate program in consideration.
- I recommend the candidate for admission to the graduate program in consideration.
- I recommend the candidate for admission with reservations.
- I am unable to commit to a recommendation for admission.

Signature: _____

Date: _____

A note to the referee: After signing the sealed envelope, please mail the filled out form to:
 Graduate Studies Secretary, Department of Civil Engineering, DUTH, Xanthi 67100
 For the Graduate Program in "Systems Engineering and Management"