|  |
| --- |
|  |

European Space Agency Traineeship Scheme

**Letter of Reference Template 2021**

|  |
| --- |
|  |

# Section A: To Be Filled By Candidate

1. Name of Candidate: Click or tap here to enter text.
2. Candidate ID Card No.: Click or tap here to enter text.

# Section B: To Be Filled By Referee

1. In what capacity do you know the applicant (e.g. lecturer, supervisor, mentor, senior colleague, etc.)?

Click or tap here to enter text.

1. How long have you known the candidate?

Click or tap here to enter text.

1. When you compare the candidate’s capabilities with those of his/her peers, in which group would you rank the candidate?

Choose an item.

If other is selected, please state why. Otherwise, leave blank or type NA.

Click or tap here to enter text.

1. Evaluation of the candidate’s performance.

*Please tick one box per each quality only. The referee may add other qualities in addition to those listed below, which might be relevant to the assessment of the candidate i.e., leadership, accountability, and so on.*

| **Qualities** | **Outstanding** | **Very Good** | **Good** | **Average** | **Below Average** | **Inadequate** |
| --- | --- | --- | --- | --- | --- | --- |
| Academic |  |  |  |  |  |  |
| Analytical |  |  |  |  |  |  |
| Research |  |  |  |  |  |  |
| Teamwork |  |  |  |  |  |  |
| Dependability |  |  |  |  |  |  |
| Adaptability |  |  |  |  |  |  |
| Motivation |  |  |  |  |  |  |
| Insert an additional quality here |  |  |  |  |  |  |
| Insert an additional quality here |  |  |  |  |  |  |
| Insert an additional quality here |  |  |  |  |  |  |
| Insert an additional quality here |  |  |  |  |  |  |
| Insert an additional quality here |  |  |  |  |  |  |
| Insert an additional quality here |  |  |  |  |  |  |
| Insert an additional quality here |  |  |  |  |  |  |
| Insert an additional quality here |  |  |  |  |  |  |

1. Elaborate on the assessment above and describe the candidate’s characteristics and performance in class or at his/her place of work. Mention any shortcomings that would hinder the candidate from deriving maximum benefit from the Traineeship Opportunity applied for.

Click or tap here to enter text.

1. Elaborate on how you believe the Traineeship would assist the candidate in his/her future career.

Click or tap here to enter text.

# Section C: Details of the Referee

1. Name of Referee: Click or tap here to enter text.
2. Position held: Click or tap here to enter text.
3. E-mail: Click or tap here to enter text.
4. Contact Number: Click or tap here to enter text.
5. Other information: Click or tap here to enter text.

Referee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Section D: Submission of this Reference Letter

The information given in this form is confidential and should be signed, scanned and sent to the Malta Council for Science and Technology at [space.mcst@gov.mt](mailto:space.mcst@gov.mt) by **close of business Friday, 26th February 2021.** Alternatively, printed forms may be sent by post to:

Mr Isaac Massa

Executive (R&I Programmes)

Malta Council for Science and Technology

Villa Bighi

Marina Road

Kalkara, KKR1320, Malta