**Academic Capabilities Portfolio**

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| Academic capabilities refer to quantitative skills, verbal skills, and analytical writing skills.   * **Quantitative skills**   Quantitative skills refer to basic mathematical and statistical skills, understanding of elementary mathematical and statistical concepts, and the ability to reason quantitatively and solve quantitative problems.   * **Verbal skills**   Verbal skills refer to your ability to read and comprehend written material, reason and evaluate arguments, and correct written material to conform to standard written English.   * **Analytical writing skills**   Analytical writing skills refer to your ability to (a) explore the complexities of an issue or opinion, and, if appropriate, take a position that is informed by your understanding, and (b) formulate an appropriate and constructive critique of a specific conclusion based on a specific line of thinking. |

**Please note:**  
You have to provide evidence for each of these three skills. Skills that are not supported by proof, will not be taken into consideration in the evaluation. Present your proof below and upload it as **one** file to MyApplication Portal. For any proof that exceeds 10 pages (e.g., Bachelor thesis), you have to select and only include (max.) 10 pages that show your skills best.

Examples of proof that you may submit:

* *Mandatory*: List of courses in a relevant field - including number of credits, grades, and short description of the course (max. 10 sentences per course)
* Project reports (indicate the number of credits and grades)
* Assignments (indicate the courses that the assignments were part of, and the number of credits and grades obtained)
* Bachelor thesis
* Reports made during your professional career
* GMAT or GRE score (strongly recommended). The GMAT covers all skills that are mentioned on the next page. If you take the GMAT/GRE it is not required to upload the additional proof. It is up to you whether you want to upload additional proof next to GMAT / GRE scores.

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| **1. General / background information:** *(type directly behind the question)*   * I am applying for the programme(s) : …………… * Specialisation (if applicable): ………….. * Previous/current education institute (name & country): ………… * Level of previous/current education (*delete what is not applicable*)   Academic University / University of Applied Sciences   * Name of the degree: Bachelor in …………………… * Field: *(i.e. Economics / Business / other)*……………… |

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| **2. Quantitative skills:**   * List your quantitative and mathematical courses taken in the past. * For each course, indicate: grade, credits, and textbook(s) used. * Describe each course in not more than 10 sentences per course.   Provide all information in this textbox, write below the line. --------------------------------------------------------------------------------------------------------- |
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| **3. Verbal skills / Analytical Writing skills**  Describe a recent example of how you used your verbal skills / analytical writing skills to complete an academic task or solve an academic problem (in max. 120 words). Provide us with a single-authored writing sample (written in English) that demonstrates these skills (e.g., assignment, academic paper, BSc thesis, etc.). If the sample exceeds 10 pages, then only include (max.) 10 pages that show your skills best. ***Paste the sample below textbox 3***  Provide a description of how you used your verbal skills / analytical writing skills to complete an academic task or solve an academic problem in this textbox, write below the line. ----------------------------------------------------------------------------------------------------------- |

* *Convert this document -including your proof- into one pdf file before you upload it.*
* *Upload to MyApplication portal*