



REFERENCE FOR POSTGRADUATE STUDY

Section A: About the applicant

GUIDANCE NOTES

- Please complete Section A using the details with which you have been provided.
- Where provided with options – indicated by - please make your selection by marking the box

Family name:

First/given name(s):

Title of programme:

Application number:

Section B: Reference

GUIDANCE NOTES

- Please complete Sections B & C as a reference to enable us to evaluate the candidate's suitability for admission to the programme stated above.
- Please note that whilst we will treat this information as confidential, under the UK's Data Protection Act (1998), the University may have to provide the applicant with a copy of your reference should they formally request it.
- We realise that providing a reference requires time and effort and we would like to take this opportunity to thank you for your assistance
- It would be helpful if you could provide the following information within your reference:
 - a) The length of time and capacity in which you have known the applicant.
 - b) The subjects, level of performance and result (or expected result) of the applicant's degree course.
 - c) The applicant's motivation and intellectual capacity.
 - d) The ability of the applicant relative to other students in the same year.
 - e) The applicant's potential for postgraduate study or research.
 - f) If the applicant is/was employed by your organisation, their duties and standard of work.
 - g) If the applicant's first language is not English, whether you consider his/her command of written and spoken English adequate for postgraduate study or research. There is a table for this purpose below.
- Any other information you think relevant and which you feel might assist us in making our decision would also be most welcome.

The following table is intended to help you address point (g). Should the applicant's first language not be English, please comment on his/her level of competence.

	Expert-very good	Good-competent	Modest-limited	Extremely limited
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening/Comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B (continued)

In the space below, please provide as much information as you are able to address points (a) - (f) overleaf.

Section C: About the referee

Name:

Position:

Address:

Telephone number:
including country/
area code

Email address:

I certify that the information provided in this reference is true and correct to the best of my knowledge.

**Sign or type
your name
here:**

Official stamp of organisation:

Date: (dd/mm/yyyy)

Returning this form

BY EMAIL

- Please email the completed form as an attachment, to the address from which you received the request.

BY POST

- Please send a printed and signed form to the address provided in the reference request.