

For office use only

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LANCASTER
UNIVERSITY



REFERENCE FOR POSTGRADUATE STUDY

Section A: About the applicant

TO THE APPLICANT

- Please complete Section A and then send this form to your referee as soon as possible.
- Where provided with options - indicated by - please make your selection by marking the box
- Your referee will complete the remainder of the form and then send it directly to the University.

Family name:

First/given name(s):

Postgraduate taught course: Masters degree Postgraduate Diploma Postgraduate Certificate

Postgraduate research programme: Doctorate (PhD) Masters by research MPhil

Title of programme:

Academic unit (department/institute etc.):

Section B: Reference

TO THE REFEREE

- 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.

GUIDANCE

- 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 overleaf.
- Any other information you think relevant and which you feel might assist us in making our decision would also be most welcome.

Section B (continued)

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

The following table is intended to help you address point (g) overleaf. 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 C: About the referee

Sign:

Date: ___ / ___ / _____ (dd/mm/yyyy)

Please complete the following in BLOCK CAPITALS.

Official stamp of organisation:

Name:

Position:

Address:

Returning this form

Please seal your completed form in an envelope, sending it to:

Telephone number:
including country/area code

Postgraduate Admissions
Lancaster University
LANCASTER, LA1 4YW
United Kingdom

Email address: