



The University of Edinburgh

Academic Reference

Postgraduate Office
The University of Edinburgh
Old College
South Bridge
Edinburgh EH8 9YL
Fax: 00-44-(0)-131-650-8009
Direct dial: 00-44-(0)-131-650-2158/59/60

Please pass this to your referee, having first entered the relevant information (IN BLOCK CAPITALS PLEASE) in the spaces provided below.

Applicant's Name: _____

Academic programme/subject: _____ Department: _____

Qualification aimed for: _____ Proposed Date of Admission: _____

Dear Referee

The above-named person is applying to undertake postgraduate study at the University of Edinburgh. The University requires a confidential reference and would be very grateful if you could provide one, preferably on the headed paper of your institution, or with the official stamp of your institution. Listed below are the points which the University would like you to consider when composing your reference.

1. In what capacity have you known the applicant, and for how long?
2. If the applicant has yet to graduate, please indicate the degree result which, in your opinion, would most accurately reflect the applicant's abilities.
3. If possible, indicate the applicant's ranking compared to other students on the same course or compared to other students you have taught (for example, 5th in a class of 80 students; in the top 15 per cent of students taught).
4. Assess the applicant's academic abilities, work experience where appropriate and personal qualities in terms of: analytical reasoning; ability to grasp concepts; ability to argue cogently; capacity for original thought; industry; motivation; perseverance over a long period or in the face of difficulties.
5. Comment on the applicant's responsiveness to supervision; capacity for self-criticism; ability to work independently; ability to work with others.
6. If the applicant's first language is not English, indicate the applicant's present level of achievement in both written and spoken English.
7. Indicate, if possible, the applicant's level of experience in the particular skills and research training needed to embark on the intended qualification.
8. Indicate how confident you are that the applicant is likely to complete successfully the intended qualification.
9. If the applicant's first degree is from an overseas university or college, please, if possible, include an opinion of how the requirements of that degree compare with that of an honours degree from a UK university.
10. If appropriate, comment on any postgraduate study already undertaken or in progress.

Please sign your letter of reference and *either* send it directly to the University address given above or give it to the applicant in a sealed envelope, with your signature written across the seal.

Thank you for your co-operation in this matter. Your reference will greatly assist us in reaching a decision on this application. Any information you give will be treated in the strictest confidence.

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