



Application Ref No:

Reference form

Statement by referee

Name of referee		Applicant name	
Post/occupation/relationship		How long have you known the applicant? years <input type="text"/> <input type="text"/>	
Address		1st choice course	
Postcode		2nd choice course	
Telephone no	Fax number	Email address	

This form may be photocopied. Please write clearly using a black ballpoint pen or type the reference. If you use a word processor please ensure it prints within the frame. A word processed reference is very much preferred. Please affix official stamp where appropriate, at the end of the statement.

Signed	Date
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Notes for the guidance of referees

The referee's report is an integral and important part of the selection process, and the information you give will help to guide admissions tutors in making their decisions. You should know the applicant well enough to write about them and their suitability for postgraduate study. The reference should not be written by a family member, other relative or friend.

Postgraduate/Post-experience courses

In order that we can evaluate an applicant's academic and intellectual capacity, your reference should if possible cover:

- 1 Suitability for the course(s) applied for
- 2 Intellectual qualities including:
 - a) development to date and previous examination performance with special reference to any factors which may in your opinion have adversely influenced the result.
 - b) present performance
 - c) potential, including an assessment of the probable results of any pending examinations.
- 3 Personal qualities, such as motivation, powers of analysis, communication skills and independent thought
- 4 Career aspirations
- 5 Health and other personal circumstances relevant to the application
- 6 Athletic, social and other interests

Please ensure that the form is completed in black ballpoint pen or typed. If possible check that the applicant has completed the form correctly and legibly.

Postgraduate Research Programmes

We would value your opinion on:

- 1 the applicant's suitability for the chosen field of study,
- 2 his/her aptitude for original work, and
- 3 (for overseas students) an estimate of proficiency in English

If you knew the applicant as a student: details of academic performance and of any project or research-based work undertaken by the student in the final year, with an indication of whether you consider these details to be a true reflection of the applicant's abilities; and,

If you are the applicant's present or former employer: an outline of responsibilities and an appraisal of competence and initiative. If the applicant has applied for a Professional Doctorate the current employer must confirm your agreement to allow access to the work-based research and that you will allow the applicant to meet the commitments of the research programme.

Mature applicants

Referees may have difficulty in commenting on the academic abilities of mature applicants who may not have any recent educational experience, and in these circumstances, referees may wish to confine their comments to matters listed under 1, 2c, 3, 4, 5, and 6 above. Mature applicants are usually interviewed and may also be formally assessed by the institution.

Data Protection Act

When you write personal comments about an applicant, please remember that, under the Data Protection Act, the applicant can ask for a copy of the reference and any other personal information that we have about them.

Further copies of this form can be downloaded from <http://www.brighton.ac.uk/audience/app/apply.html>