



# The University of Edinburgh

## Academic Reference

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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: \_\_\_\_\_ School: \_\_\_\_\_

Qualification aimed for: \_\_\_\_\_ Proposed Date of Admission: \_\_\_\_\_

Would you be happy for the contents of this reference to be released to the applicant?\* YES/NO

Dear Referee,

The above-named person is applying to undertake postgraduate study at the University of Edinburgh. The University requires a confidential reference, 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. Indicate, if possible, the applicant's level of experience in the particular skills (such as laboratory experience) and research training needed to embark on the qualification aimed for.
7. Indicate how confident you are that the applicant is likely to complete successfully the qualification aimed for.
8. If appropriate, comment on any postgraduate study already undertaken or in progress.

Please sign your letter of reference and either give it to the applicant in a sealed envelope, with your signature written across the seal, or return it directly to the relevant College Postgraduate Office:

College of Humanities & Social Sciences, David Hume Tower, George Square, Edinburgh EH8 9JX

College of Medicine & Veterinary Medicine, Chancellor's Building, 49 Little France Crescent, Edinburgh EH16 4SB

College of Science & Engineering, Weir Building, The King's Buildings, Edinburgh EH9 3JY.

Thank you for your co-operation in this matter. Your reference will greatly assist the University of Edinburgh in reaching a decision on this application.

\* The Data Protection Act 1998 gives the subject of your reference the right to ask to see it. In responding to such requests we are required to weigh your interests as the referee against the interests of the applicant and then decide whether or not to release the reference. The applicant has the right to challenge any non-disclosure decisions that we make. This means that we cannot guarantee that the reference will not be disclosed. However, we will always seek your opinions and take them into account in any discussion about disclosure.