

Reference



for a postgraduate applicant

The person named below is applying to undertake postgraduate studies at the University of Bristol and has named you as a referee. References are a vital part of the University's selection process; we are grateful to you for completing your reference quickly, as any delay could prejudice the applicant's chance of securing a place. Because of the large number of applications we receive, it is not normally possible for us to acknowledge references individually, but we thank you in advance for your assistance.

- Please complete your reference on your institution's official headed paper, and authenticate with your signature and official stamp or seal.
- Please state how long you have known the applicant.
- Please state in what capacity you know the applicant.
- If you are an academic referee, please state how you are measuring the applicant (e.g. against a current cohort/a current year group/against all students you have ever taught). Please give approximate numbers of students against which your measurement is being made.
- Please indicate your perception of the applicant's ability in the following areas. Marks out of 10 are welcome, if you prefer:
 - Originality
 - Ability to organise own workload
 - Written communication
 - Motivation
 - Overall assessment of the candidate
 - Oral communication
- Please indicate the applicant's intellectual and academic ability, including (if you have access to it) a detailed account of his/her academic performance to date.
- Please provide your assessment of the applicant's academic potential and suitability for the proposed programme of study.
- Please state whether or not you would endorse the applicant for the position, indicating the strength of your conviction in this matter. Please also say if you do not feel able to comment.
- Please ensure that your contact details are available on your reference, and if possible include the URL for your personal or departmental web-page.
- Please seal your reference in an envelope, signing over the sealed flap. Pass the envelope to the applicant who has been asked to send it to the University with his/her application. While this will provide limited confidentiality, you should be aware that under the provisions of the Data Protection Act 1998, we can be required to make our applicant files (including references) available for inspection by the person concerned.

To be completed by the applicant

Name of applicant _____

Address of applicant _____

Postcode _____ Country _____

Email address of applicant _____

Faculty applying to _____

School/Department applying to _____

Title of Degree applying for _____

Area of proposed research _____

Name of referee _____

Address of referee _____

Postcode _____ Country _____

Email address of referee _____

Position held by referee _____