MANCHESTER 1824

The University of Manchester

Referee Report Form

Please type or use CAPITAL LETTERS in black ink and write inside the boxes

To: The Applicant

Please complete this section of the form. You should ensure that each of your referees (as named on your application form) is given a copy of this form to submit with their letter of reference.

Proposed Programme of Study

Note: For taught programmes, give full title of your proposed programme. For research programmes, give broad subject area or research theme/grouping. Please include level of study, eg. MA, PHD.

School in which you wish to study

Surname / Family name

First / given name(s)

Signature

Date D D M M Y Y

To: The Referee

Please could you provide a letter of reference (signed) in support of the above candidate's application.
The reference must be submitted on official headed paper and it would be helpful if you could include information on the following:

a Length of time and capacity in which you have known the applicant

b Applicant's qualifications, level of performance and result/s (or expected result/s)

c Your assessment of applicant's potential/suitability to undertake research or postgraduate study in chosen discipline

d Candidate's motivation and intellectual capacity

e If the candidate was/is employed by your organisation, their duties and standard of work

f What you consider to be his/her main strengths and weaknesses

g If the candidate's first language is not English, whether you consider his/her ability to read, write, speak and comprehend English adequate for the programme applied for.

h Any other information you think relevant and which you feel would assist the University in making its decision

If you are providing an academic reference (eg. you are a lecturer or professor from the candidate's university), please could you also complete the section below which provides information about the ability of the candidate relative to other students in your institution in the same year.

	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%
Academic Performance					
Intellectual Ability					
Capacity for original thinking					
Motivation for graduate study					

Referee's Name

Title (Dr/Prof/Mr/Mrs/Miss/Ms)

Name and Address of Institution/Organisation

Referee's Signature

Date D D M M Y Y

Please enclose the completed form with your letter of reference in a sealed envelope and sign it across the seal.
Return the envelope to the applicant who will forward it with his/her application. If this is not possible, send this reference direct to:
Postgraduate Recruitment and Admissions, The University of Manchester, Oxford Road, Manchester M13 9PL, UK.

Thank you.