

Please complete the form and return it with your reference to the applicant, to submit with his/her application. If you prefer you can email the form and reference directly to the Academic Department for the course that the applicant wishes to study. Contact details can be found in the 'Academic department' tab of Fact File for each course:

Postgraduate Taught: <http://www.manchester.ac.uk/postgraduate/taughtdegrees/courses/>

Postgraduate Research: <http://www.manchester.ac.uk/postgraduate/researchdegrees/researchdegrees/>

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.

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.

Date

Please could you provide a letter of reference in support of the above candidate's application.

The reference must be submitted on official headed paper or from an official email address, 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 10%

Top 25%

Top 50%

Bottom 50%

Date _____

D	D	M	M	Y	Y
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