

PART I - TO BE COMPLETED BY THE APPLICANT

Please complete Part I on the attached form in typescript or block capitals then send the form to each referee

Title: Family Name:

Given Name(s):

Proposed Programme:

Name of Referee:

PART II - TO BE COMPLETED BY THE REFEREE

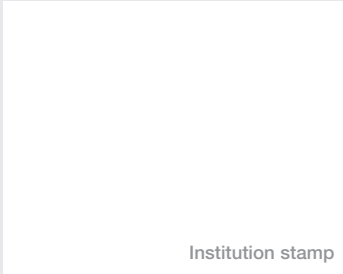
Name of Referee:

Title/Status:

Address:

Tel: Fax:

E-mail:



Institution stamp

The University of East Anglia would be grateful if you could please provide us with a reference on the above-named applicant's academic fitness and general suitability to undertake the proposed programme of study, and for any other information which you think is relevant to the application. All information supplied by you will be treated in the strictest of confidence.

What should you include?

It would greatly help the Course Directors if you would cover the following points in your reference:

- How long you have known the candidate and in what capacity;
- How the applicant's achievements compare to those of his/her peers
- For applicants whose first language is not English, their standard of proficiency in written and oral English;
- For applicants who hold professional qualifications or have professional experience, how the qualifications and/or experience would contribute to the applicant's suitability;
- The applicant's general suitability for graduate study, including any distinct strengths or weaknesses;
- The applicant's ability to complete the proposed course within the time limit;
- For Creative Writing applicants only:** an assessment of the applicant's maturity and talent as a writer and of their ability to understand and flourish in the context of academic criticism
- For MPhil/PhD applicants only:** an assessment of the applicant's ability to work independently with limited supervision and of his/her creativity and originality of thought and expression
- For Scientific and Mathematical courses:** an assessment of the applicant's ability to grasp concepts and reason analytically; to use mathematical and/or statistical techniques; and motivation and perseverance in achieving objectives

We attach great importance to the information provided in references therefore could you please return the form as soon as possible as we are unable to consider any applications until the references are received. Your reply will be treated in confidence by the University.

Thank you in advance for your assistance.

Returning the reference

The reference must be on institution headed paper and / or bear the official stamp of the institution and be signed by the referee.

Please return the completed reference either via email from your academic email address or in a signed, sealed envelope to one of the following offices:

Postgraduate Taught Admissions Office
EDU Building Room 0.20
University of East Anglia
Norwich Research Park
Norwich, Norfolk NR4 7TJ

Postgraduate Research Office
PPE Service – EFB Room 2.30
University of East Anglia
Norwich Research Park
Norwich, Norfolk NR4 7TJ

Continuing and Professional Development
Edith Cavell Building
University of East Anglia
Norwich Research Park
Norwich, Norfolk NR4 7TJ

REFERENCE

A large, empty rectangular box with a light gray border, occupying most of the page. It is intended for the user to provide a reference.

Signed

Date