

**REFEREE’S REPORT**

***Confidential Reference for an Applicant for admission to study an Undergraduate, Postgraduate Taught or Research course at the University of Leeds.***

Please note, the Applicant must complete **Section A** before forwarding the report to the Referee. The Referee should then complete and endorse **Section B** with a signature and an institutional stamp, and return the reference in a sealed envelope. References should be typed and not handwritten.

To: (A*pplicant to complete School details*) ………………………………………………………………. University of Leeds, Leeds, England, LS2 9JT

**Section A** – to be completed by the Applicant **Section B** – to be completed by the Referee

**Applicant Details Referee Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Family Name |  |  | Family Name |  |
| Other Name(s) |  |  | Other Name(s) |  |
| Title |  |  | Title |  |
| Programme of Study applied for |  |  | How long have you known the Applicant? |  |
| School/Department applied to |  |  | In what capacity do you know the Applicant? |  |
|  |  |  | If this is an academic reference, please state the academic institution in which you are/were employed |  |
|  |  |  | E-mail/telephone number |  |

The Applicant named above has applied to study at the University of Leeds and has named you as a Referee. We would be most grateful if you could let us know confidentially whether in your opinion the Applicant possesses the necessary academic and personal qualities to undertake such a course.

In addition, it would be helpful if you could provide us with the following information, in as far as you are able:

* The standard, actual or anticipated, of the applicant’s current/previous academic work
* Your opinion and expectations of the applicant’s ability in research and writing
* Your opinion of the suitability of the proposed field of study/research area for the applicant
* Your opinion of the extent to which the applicant’s personal circumstances make them a suitable recipient of a Scholarship

In order to assist the Applicant in receiving a prompt decision about their application we would be grateful if you could return the reference **within 10 working days**. **Please note that scholarship competitions may have specific deadlines and references must be received by the relevant date.**

|  |  |
| --- | --- |
| **REFERENCE**  ACADEMIC/CHARACTER (please delete as appropriate)   |  | | --- | | ***Institution Stamp*** | |

**Please continue on a separate sheet if necessary**

**Signed ………………………………………………………………………………………….. Date …………………………………………………………**

**(Referee)**

Please return the completed reference to the relevant Admissions Office in the School or Faculty in which the Applicant wishes to undertake study.