

UNIVERSITY OF WARWICK WMG

REFERENCE FOR ADMISSION TO POSTGRADUATE STUDY

PART 1: To be completed by the Applicant

Please complete your name and proposed course of study and send one form to each referee requesting that the reference be sealed in an envelope, signed by the referee across the seal and returned to you. You should then send your two references together with the completed application form to the Admissions Office, WMG School for Professional Development, Room 012, G/F, Academic Block, 30 Shing Tai Road, Chai Wan, Hong Kong.

Name of Applicant: _____

Proposed MSc Programme: _____

PART 2: To be completed by the Referee

The person named above has applied for admission to the University of Warwick as a graduate student. I should be most grateful if you would provide us with a reference on the applicant's academic and general suitability to undertake the proposed course of study by completing the remainder of this form. Recognising the fact that the time of the referees is valuable and quite often the request for a serious assessment of the candidate arrives during a busy period, we provide this simplified form which may enable the referees to save time in responding. However, a traditional letter of reference or any other format you consider most useful would be very welcome as an alternative. In considering applications, the Selection Committee attaches great importance to the information which is provided in references and I should like to thank you for your assistance. Your reply will be treated in confidence by the University and you may be contacted to seek further information.

Please return this form to the applicant in an envelope, signed across the seal to ensure confidentiality or, if you prefer, you can return the reference direct to the Admissions Office, WMG School for Professional Development, Room 012, G/F, Academic Block, 30 Shing Tai Road, Chai Wan, Hong Kong..

REFERENCE

- 1. How long have you known the applicant and in what capacity?**

- 2. Please state degree and classification/qualification obtained by candidate.
If results not yet known please give expected result.**

- 3. Please evaluate the applicant on the scale below in comparison with others you have known during your professional career and indicate which reference group you are using. Please tick the appropriate boxes.**

Undergraduate students

Industrial trainees

	Outstanding	Average	Below Average	Insufficient information
Maturity				
Initiative & motivation				
Performance in work / study				

Professional colleague

Other (Please specify)

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WMG**

4. Is the applicant effective in working with others?

(Consider whether the applicant completed assignments, works well as a team member, takes initiative, assumes leadership, performs well under stress)

5. Rate the applicant's achievements compared to those of his or her peers.

6. Only for applicants whose first language is not English.

Describe the applicant's ability to comprehend, and communicate in English both orally and in writing.

7. Please add any additional statement that may help in assessing the applicant's suitability for the course.

8. Please tick appropriate box

I strongly recommend this student's admission to your course.
I recommend this student be admitted.
I recommend with some reservation that this student be admitted.
I recommend with significant reservation that this student be admitted.
I do not recommend this student's admission to your course.

Name of referee (Block Capitals Please):

Position / Title:

Address:
.....
.....

Telephone:

Email:

Signature of Referee:

Date:

Thank you for taking time to tell us about the applicant