

# Referee Report Form

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## To: **The Applicant**

Please complete this section of the form. Please then pass it to the referee named on your application form, requesting that they complete it and either return it to you, or that they send it directly to the University by email at: [admissions@cardiff.ac.uk](mailto:admissions@cardiff.ac.uk) or by post to: **The Admissions Team, The Registry, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 ODE.**

Please note that the University requests that two references are submitted with an application. It is University policy that an offer cannot be made until at least 1 satisfactory reference has been received. Some programmes have a mandatory requirement for two satisfactory references before an offer can be made. If you would like to clarify the specific reference requirements for your chosen programme of study, please contact the relevant academic School directly.

Please also note that the University may contact your referee directly to verify the content of this reference.

Proposed Programme of Study: \_\_\_\_\_

Academic School: \_\_\_\_\_

Applicant's name (IN BLOCK CAPITALS): \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Date \_\_\_\_\_

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**To: The Referee**

I would be grateful if you could use this form to give, in the space overleaf, your opinion about the applicant's ability to pursue the programme of study s/he has applied for. It would be helpful if you could provide the following information in your reference to assist the University in making its decision:

**Advice for academic referees:**

- Your contact details, including a verifiable academic institution e-mail address;
- Your position within the academic institution;
- Your knowledge of the applicant, including length of time and capacity in which you have known the applicant;
- The subjects, level of performance and result (or expected result) of the applicant's programme of study;
- The applicant's motivation and intellectual capacity for the programme of study applied for;
- The ability of the applicant relative to other students in the same year;
- The applicant's potential for research or postgraduate study, where applicable.

If commenting on the applicant's English language skills and competence:

- The proportion of the applicant's programme of study taught and examined through the medium of English;
- The applicant's use of English across all 4 skill areas (reading, writing, speaking and listening), with specific examples of activities and contexts in which the applicant uses English.

**Advice for employers:**

- Your business contact details, including a verifiable company e-mail address;
- Your position within the company;
- Your knowledge of the applicant, including length of time and capacity in which you have known the applicant;
- The applicant's role within the company;
- The duration of the applicant's employment within the company;
- The applicant's motivation and intellectual capacity for the programme of study applied for.

If commenting on the applicant's English language skills and competence:

- The applicant's use of English in their professional role across all 4 skill areas (reading, writing, speaking and listening), with specific examples of activities and contexts in which the applicant uses English.

Any other information you think relevant and which you feel would assist us in making our decision would be most welcome.

**If you wish this reference to be treated in confidence, please tick this box:**

Please return the whole form in a sealed envelope to the candidate, or return it directly to the University either by e-mail at: [admissions@cardiff.ac.uk](mailto:admissions@cardiff.ac.uk) or by post to: **The Admissions Team, The Registry, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 ODE.**

May I thank you in advance for your co-operation in this matter.

*Head of Admissions*

## Referees Report

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Further copies of this form can be downloaded from [www.cardiff.ac.uk/pg/apply/forms](http://www.cardiff.ac.uk/pg/apply/forms)