Postgraduate Referee Report Form

**Section 1: To be completed by the applicant**

To: **The Applicant**

Please complete this section of the form, 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 or by post to: **Admissions Team, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 ODE.** References **must** be signed and dated and submitted to the University in a non-editable format such as PDF.

Please note that the University requests that two references are submitted with an application.

* If a reference is required, one may be sufficient provided the content of the reference is satisfactory.
* Some programmes have a mandatory requirement for two satisfactory references before an offer can be made.
* Some programmes have waived the requirement for a reference.
* 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):

Application ID:

Date: **Section 2: To be completed by the referee**

To: **The Referee**

Please use this form to give, **in the space overleaf**, your opinion about the applicant’s ability to pursue the programme of study they have applied for. It would be helpful if you could provide the following information in your reference to assist the University in making its decision:

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| Advice for **academic referees:** | Advice for **employers**: |
| * Your contact details, including a verifiable academic institution email 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.
 | * Your business contact details, including a verifiable company email address;
* Your position within the company;
* Your knowledge of the applicant, including length of time and capacity in which you have known the applicant (in dd/mm/yyyy format);
* The applicant’s role within the company;
* The duration of the applicant’s employment within the company (in dd/mm/yyyy format);
* The applicant's suitability, motivation, and intellectual capacity for the programme of study applied for.
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Any other information you think relevant and which you feel would assist us in making our decision would be most welcome.

Please return the whole form to the candidate, or return it directly to the University either by email at: admissions@cardiff.ac.uk or by post to: **Admissions Team Cardiff University, 2nd Floor McKenzie House, 30-36 Newport Road, Cardiff, CF24 ODE, UK**.

Thank you in advance for your cooperation 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/study/postgraduate/applying/application-forms](http://www.cardiff.ac.uk/study/postgraduate/applying/application-forms)

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| ***Use multiple pages if required.*** |