

10 – Academic Reference

FOR COMPLETION BY YOUR NOMINATED REFEREE

Section 1: Who is this reference for?

Full name of applicant:	
Applicant's date of birth:	
Course applied for:	

Section 2: Referee details

Name:	
Post/Occupation/Relationship to Applicant:	
Tel. No. (including country/area code):	
Fax. No. (including country/area) :	
E-mail :	
How long have you known the applicant and in what connection?	

Notes for the guidance of referees

In order to select those students who will benefit from their chosen programme of study, Edge Hill requires a supporting statement from a referee. No decision will be made until we are in receipt of a reference. Please complete the other side of this form. You may use separate official letterhead if you wish.

Your reference about the applicant should, if possible, cover the following:

- Suitability for the course
- Intellectual qualities including previous and present academic performance and any relevant subject experience through work/study
- Personal characteristics including motivation, powers of analysis, communication skills, independence of thought and ability to sustain study at the level of their chosen course
- Career aspirations
- Health and other personal circumstances relevant to the applicant
- Social and other interests

Data Protection Act

Please remember that, under the Data Protection Act, the applicant can ask for a copy of any personal information about them held by the Institution. This will include the reference you have provided.

Declaration

If the application form, including the reference, has any information missing or contains false or misleading information, Edge Hill has the right to cancel the application and withdraw any offers that have been made.

Section 3: Referee statement

Signed

Date

