



City University
London

**Reference for admission to a
postgraduate Programme**

For use with taught postgraduate programmes.

Courses Officer,
Department of Journalism, City University London,
Northampton Square, London EC1V 0HB, UK

Tel: +44 (0)20 7040 8221 | journalism@city.ac.uk

Programme of study:

Applicant's name:

Instructions for the applicant and referees

To the applicant: Please print the two reference forms contained within this application form and forward them to your two referees. Upon receipt of the completed, sealed references please forward them on to the admissions office marked on the front page of your application form in an envelope clearly marked with your name and proposed Programme of study.

To the referee: The above named person has applied to be admitted to a postgraduate Programme at City University, London and has given your name as a referee. We would be most grateful if you would provide us with a reference on the applicant's academic and general ability to undertake the proposed Programme of study named above. Please complete the questions on this form or attach a written statement of reference on letter headed paper. Your reply will be treated in confidence by the University.

Important: Please place the reference in an envelope which should be sealed, signed across the seal and the signature covered with clear tape to ensure confidentiality. The envelope should then be returned to the applicant who will forward it to the University.

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

2. What do you consider to be the applicant's main strengths and weaknesses?

3. Bearing in mind the specialism chosen, what is your opinion of the applicant's suitability for this programme?

4. Is there any information which you feel is relevant? (e.g. expected examination results, if appropriate) Please continue on a separate sheet if necessary.

5. Please rate the applicant with respect to the following categories:

		Outstanding (top 5%)	Above average	Average	Below average	No of students in group
Academic potential						
Analytical ability						
Originality						
Capacity for fluent and logical communication	Oral					
	Written					
Diligence						
Overall rating						

Name and position

Address

Tel/Fax

email

Referee's signature

Date

Institution stamp (if unavailable please provide a compliment slip or sample of headed paper).