

Reference request – Postgraduate study application

First name(s) _____

Last name _____

Date of birth

Programme of study _____

Academic School _____

Academic School email address _____

Registry Services
University of Southampton
Highfield
Southampton
SO17 1BJ
United Kingdom

To the applicant:

Please complete the boxes above with your name and the title of the taught or research programme of study for which you have applied. You will need to supply two references. Suitable referees may include a former tutor, supervisor or employer.

To submit a reference in paper form:

- Detach this form and pass a copy to both referees. Please ask for a confidential reference to be returned to you in a signed and sealed envelope.
- Return the unopened envelope with your application to Registry Services.

If you have already submitted your application, please send the reference to the relevant Academic School. If you do not know which School to contact, please send the reference to Registry Services.

To submit a reference by email:

- Detach this form and pass a copy to both referees.
- Ask both referees to submit a reference by email to the relevant Academic School. E-mails should be from Institutional e-mail addresses and not personal accounts (e.g. not Hotmail). If you do not know the email address, the reference should be sent to Registry Services at admissions@soton.ac.uk

To the referee:

The person named above has submitted an application for postgraduate study at the University of Southampton and has nominated you as a referee. The University places great importance upon these references and we thank you for your assistance in supporting this candidate's application.

Please could you supply the University with a letter of reference, commenting on the candidate's academic ability and suitability for the proposed programme of study. Please include the following information in your reference:

- length of time you have known the candidate and in what capacity
- details of the candidate's degree programme, e.g. subjects, result (or expected result) and performance
- position of the candidate relative to other students in the same year (if known)
- candidate's motivation and intellectual capacity, and his/her aptitude and potential for postgraduate study
- details of relevant work experience and, if the candidate has been employed by you, a brief description of their duties and standard of work
- for a candidate whose first language is not English, please indicate his/her standard of written and oral English
- any other relevant information.

You can submit the reference in paper form or by email:

1. In paper form: please ensure that your reference is written on an official letterhead and authenticated by an official seal or stamp. Attach this form to your reference and place both in a sealed envelope. Pass this envelope to the candidate, who will forward your reference unopened to the University.
2. By email: please ensure that your reference contains the candidate's name, date of birth and the programme of study as listed above. Please also include your full postal and telephone

contact details, and the contact details for the academic or other organisation through which you came into contact with the candidate. E-mails should be from Institutional e-mail addresses and not personal accounts (e.g. not Hotmail). Please email your reference to the Academic School as detailed above. If the candidate has not provided the School's contact email address, please send your reference to: admissions@soton.ac.uk

Under the provisions of the Data Protection Act 1998, we may be required to make our applicant files (including any references) available for inspection by the individual concerned.

Please note: As we are unable to make admissions decisions without references, a delay in receiving the reference may affect the candidate's chance of securing a place on his/her chosen course.

Notes: The following brief notes may assist you with the reference:
Postgraduate Certificate: Suitable for students whose background is not adequate for them to proceed direct to a Masters degree or whose first degree was in a different discipline. Programme of study typically lasts one year, full time.

Postgraduate Diploma/Masters Degree: Postgraduate degree study, including an intensive taught element and three to five months' independent research, leading to a dissertation. Full-time study usually lasts one year.

Master of Philosophy/Doctor of Philosophy: Research degrees usually require at least two years' full-time study for the MPhil or three years for the PhD.

Other Doctorate degrees (taught, professional and clinical): Programme of advanced study and research designed to develop the ability to work within a professional context. Study is typically part time over several years.