

FAO: relevant admissions tutor
CIPPET, University of Reading
cippet@reading.ac.uk

Reference request

To be completed by applicant or admissions team	
Applicant name	
Module or programme of study applied for	

The above-named person has made an application to CIPPET for postgraduate taught studies and has nominated you as a referee. We would be grateful if you could provide a confidential reference on the applicant's suitability to undertake the proposed programme of study.

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

To submit via email:

- You can complete this form electronically or using pen and then scan to attach to an email
- Please also include your full postal and telephone contact details
- You do not need to state your email address
- References will **only** be accepted from professional (institution) e-mail addresses and not personal accounts
- Please email your reference to cippet@reading.ac.uk

To submit via post:

- Print this reference on official letterhead paper or authenticate it with an official stamp/seal
- Sign and date the reference as indicated overleaf
- Post to CIPPET, JJT room 119, Whiteknights, University of Reading, RG6 6AF
(please not that due to the current COVID-19 pandemic the campus is closed so post may be delayed in being received by the admissions tutor)
- If the reference is handed to the applicant to submit to the University, you must sign it along the envelope flap and then tape over your signature and flap with clear Sellotape to prevent tampering

The boxes in the reference table will not increase in size so if you have more to write please make further comments on the continuation page as necessary. We would prefer it if you could fill in this form but if you wish to provide a reference in the form of a letter this will be accepted, as long as it is written/typed on your institution's/company's headed paper. This form has a space at the top if you would prefer to print this template on your institution/company's headed paper and sign in pen before scanning a copy to email.

To be completed by referee

Academic references: how long have you known the applicant, which modules/degree programmes were they enrolled and in what capacity did you know the applicant?

Professional references: how long have you known the applicant and in what capacity?

Academic references: please comment on the candidates results (or predicted results) relative to other students the same year

Professional references: please comment on details of the applicant's relevant work experience and, if they were employed by you, a brief description of their duties and standard of work

All references: please comment on the applicant's motivation and aptitude/potential for taught postgraduate study

All references: any other relevant information or general remarks

To be completed if these details are not included in a full email signature or equivalent

Referee name

Position

Institution

Address

Telephone

Email

(n/a if sent via email)

To be completed if submitted on paper

Signature

Date

Continuation sheet for additional comments: