

Centre for English Language Studies *Distance MA Programmes JAPAN*

The completed reference form should be returned to:

Birmingham MA ODL Programmes,
David English House
3F Polesta Building, 7-5 Nakamachi
Nak-ku, Hiroshima 730-0037
Japan

PART I: TO BE COMPLETED BY THE APPLICANT

Please fill in the information in below (in block capitals) and send one copy of this form to each of your three referees.

Name of applicant:

Surname, principal or family name:

First Name: Title (eg Dr/Mr/Mrs/Ms/Miss)

Course applied for: Open Distance learning MA in: (tick one)		Proposed start date: (delete / complete as appropriate)
Applied Linguistics	<input type="checkbox"/>	April / October 200...
Teaching English as a Second or Foreign Language	<input type="checkbox"/>	

PART 2: TO THE REFEREE

1. The person named above is applying for admission to a programme of postgraduate studies, as indicated. We should be most grateful if you could write a confidential reference on the applicant's academic and general suitability to undertake the proposed course of study. Below is a guide to the information which would be particularly useful:

- (a) how long you have known the applicant and in what capacity;
- (b) the quality of the applicant's academic work/qualifications;
- (c) the applicant's general suitability for post-graduate studies, including any strengths and weaknesses;
- (d) for applicants whose first language is not English, their standard of proficiency in written and spoken English;
- (e) the relevance of any professional qualifications or professional experience.

A good second class honours degree or equivalent is usually required for admission to higher degrees. Open Learning Masters (MA) courses are of 30 months duration (minimum), with assessment by course work and dissertation. Candidates are expected to demonstrate that they can present material clearly and exercise independent judgement.

We should like to thank you in advance for your assistance. Your reply will be treated in the strictest confidence.

Please write your reply on the following page and return it to the above address.

Please turn over

Reference for:

Name of Referee	Position
Address.....	Institution
.....	Capacity in which you provide this reference (Tutor, Head of Department, Employer etc)
.....
.....
email	Telephone
Signature	Date

(Where possible please authenticate with an institution stamp or letterhead.)