

**THE UNIVERSITY OF SHEFFIELD
SCHOOL OF EAST ASIAN STUDIES**

**Postgraduate Distance Learning Course
Reference Form**

Part 1: To be completed by the Applicant

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

Name of Applicant Title

Course applied for

Part 2: To the referee

When completing this form we request that you give your personal opinion of the candidate's ability to complete studies at the higher degree level, and if relevant, on the suitability of the candidate to undertake research study. In particular we would seek comments relating to the candidate's previous academic achievements, particularly in comparison to those of their peers, as well as any distinct strengths and weaknesses (eg. motivation, commitment, independence, ability to work under sustained pressure). Where the applicant's first language is not English, we would request your opinion on his/her standard of proficiency in written and oral English.

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 Secretary, **Distance Learning Centre, School of East Asian Studies, University of Sheffield, 5th Floor, Arts Tower, Western Bank, Sheffield, S10 2TN, UK - Tel: (0114) 222-8428, Fax (0114) 222-8432 or E-Mail s.l.morris@sheffield.ac.uk**

(Please turn over)

Please write your reference here:

Name of referee:.....
Address:
.....
.....
Tel no:
Fax no:
Signature:

Position:.....
Institution:.....
Capacity in which you provide this reference
(Tutor, Head of Department, Employer, etc):
.....
Length of time known:
Date:

Please provide an official stamp of your University, College or Organisation.