



UNIVERSITY OF EDINBURGH

Academic and Non-Academic Reference for distance learning LLM programmes*

Non-academic references may be acceptable from applicants who have been out of higher education for 5 years or more, those applying for vocational training programmes and applicants with relevant industrial or professional experience.

Dear Referee,

You have been asked to provide a reference in support of an application for admission to the University of Edinburgh. Your reference will greatly assist the University of Edinburgh in reaching a decision on this application and we thank you in advance for your assistance.

The University requires a **dated** reference with your name and position clearly stated on **letterheaded** paper, if uploading the document onto the EUCLID system or as an e-mail attachment. If sending the reference as an e-mail, please send it preferably from the e-mail address at the institution or organisation you are representing. In addition, please provide, as a minimum, key identifying information such as the applicant's name and programme applied to and, if known, the applicant's UUN (EUCLID identifier), the School applied to and the proposed date of admission.

To assist you, please find below the points which the University would like you to consider when composing your reference:

1. In what capacity have you known the applicant, and for how long? For previous students or employees, please also indicate how long ago.
2. Assess, as appropriate, the applicant's abilities in terms of: analytical reasoning; ability to grasp concepts; ability to work independently; ability to argue cogently; originality; industry; motivation; perseverance; breadth of interest; technical competence.
3. Comment, as appropriate, on the applicant's responsiveness to supervision/mentoring; responsiveness to constructive criticism, capacity for self-evaluation; ability to work with others; ability to organise work.
4. Comment on any academic or professional experience that you consider relevant to the qualification applied for.
5. If appropriate, indicate how confident you are that the applicant is likely to complete successfully the qualification aimed for. Please indicate how strongly you are supporting this application – not strongly, strongly or very strongly.
6. If appropriate, comment on any postgraduate study or other forms of training already undertaken or in progress.
7. Your reference may also be used to support a Scholarship application, so where appropriate please also comment on a candidate's suitability for an award.

For academic referees

8. If the applicant has yet to graduate, please indicate the degree result which, in your opinion, would most accurately reflect the applicant's abilities.
9. If possible, indicate the applicant's ranking compared to other students on the same course or compared to other students you have taught (for example, 5th in a class of 80 students; in the top 15 per cent of students taught).

For non academic referees

10. Please indicate how long the applicant has been/was working within your institution or organisation. If possible, please rate the applicant's performance compared to peers at the same stage of career.

* The Data Protection Act 1998 gives the subject of your reference the right to ask to see it. In responding to such requests we are required to weigh up your interests as the referee against the interests of the applicant and then decide whether or not to release the reference. The applicant has the right to challenge any non-disclosure decisions that we make. This means that we cannot guarantee that the reference will not be disclosed. However, we will always seek your opinions and take them into account in any discussion about disclosure.



11. If possible, indicate the applicant's capacity to undertake new projects or pieces of work and their promptness to respond to these.

Please upload your reference on the EUCLID system (if you have received a EUCLID e-mail request). Alternatively, if you are unable to upload it onto the EUCLID system or if you have been contacted directly by the applicant, please send it back by e-mail to Clare Neilson the Distance Learning Programme Support Officer at: escript.support@ed.ac.uk

If you are unable to upload your reference onto EUCLID or send it electronically

Please provide a reference on the **letterheaded** paper of your institution or organisation, or with the official stamp of your institution or organisation. You may then either give it to the applicant in a sealed envelope, with your signature written across the seal or send it directly to:

Clare Neilson
School of Law
University of Edinburgh
Old College
South Bridge
Edinburgh
EH8 9YL
United Kingdom

Thank you for your assistance in this matter.