

## Postgraduate Admissions: Academic and Professional References

### Taught masters applicants (MSc, MA, PG Dip, PG Cert, MRes)

You are required to provide the contact details for one academic referee. We do not usually require a reference, but on occasion further assessment of your application might be needed in which case we will contact your referee to ask for a reference. You do not need to source the reference or submit it yourself as part of your application.

### Research degrees applicants (PhD, Phil, MA/MSc by research)

You are required to provide the contact details for two academic referees. As part of your application the Postgraduate Admissions team will contact your referees. You do not need to source the references or submit them yourself as part of your application.

### Choosing your referee

References when needed are an important part of the selection process for postgraduate study. It is therefore in your interest to make sure that you choose a referee able to provide an appropriate and informative reference. Normally, we would expect you to provide an academic reference if you have graduated within the last five years. However, if you graduated more than five years ago then alternative professional references will be considered. Professional references could come from your employer, a senior member from a voluntary organisation, or a recognised society.

### To the referee

Please supply a reference in English on the applicant's suitability, on both academic/professional and general grounds to study at the University of York for the programme applied for.

If you are an academic referee, please provide details of the result they obtained in their degree examinations thus far and (if they have not yet graduated) a prediction of their likely degree result. If the grading system is different from that used in UK universities, please provide a brief explanation of the grading system used.

Please include your name, status/title, the name and address of your educational institution or business, your telephone/email contact details and your relationship to the applicant (tutor, lecturer, employer, etc.).

References must either be completed on official headed paper and be signed, or sent from a recognised educational or business email address.

Under the General Data Protection Regulation (GDPR), references received by the University may be disclosed to the applicant; you may therefore wish to confine yourself to statements of fact and academic or professional judgement.

Please forward your completed reference directly to [pg-admissions@york.ac.uk](mailto:pg-admissions@york.ac.uk). If you have any queries regarding the submission of references please contact the Postgraduate Admissions team

### Contact us

Email: [pg-admissions@york.ac.uk](mailto:pg-admissions@york.ac.uk) or Phone: +44 (0)1904 322 142