

### Academic / Professional References

#### To the applicant:

For **taught masters courses** (MSc, MA, PG Dip, PG Cert, MRes) you are required to provide the details of one academic reference. With the exception of the Hull York Medical School programmes, your referee may be contacted for a reference if further assessment is needed on your application.

For **research degrees** (PhD, Phil, MA/MSc by research) you are required to provide two academic references.

References are an important part of the selection process for postgraduate study. It is therefore in your interest to make sure that your references are both appropriate and informative. 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.

Please provide this guidance to your referee(s), and ask for their reference to be returned directly to Postgraduate Admissions at the University of York.

Before forwarding this guidance to your referee(s), please enter your name and the programme you have applied for below:

- Full name:
- Applicant Reference Number:
- Programme applied for:

If you are experiencing difficulty in obtaining a suitable reference, please contact the Postgraduate Admissions Office for further assistance (contact details can be found below).

#### To the referee:

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

If their first language (or language of previous university-level instruction) is not English, do you consider their command of English (reading, writing, speaking and listening) to be adequate for postgraduate study?

If you're 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 / business, your telephone/fax number/email contact details and your relationship to the applicant (i.e., 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 disclosable to the applicant; you may therefore wish to confine yourself to statements of fact and academic / professional judgement.

Please forward your completed reference directly to:

Postgraduate Admissions  
Student Recruitment and Admissions  
University of York  
Heslington  
York, UK  
YO10 5DD

If you have any queries regarding the submission of references please contact the Postgraduate Admissions team:

Telephone: +44 (0)1904 322 142

E-mail: [pg-admissions@york.ac.uk](mailto:pg-admissions@york.ac.uk)