REFERENCES FOR ENGD APPLICANTS

To the applicant:

You must enclose, with your completed application, references from two referees. At least one should be from your current or most recent employer or educational institution. Please give or send a copy of this sheet to each of your referees, and ask for a reference to be returned to you in a **signed and sealed envelope**. You should then return the **sealed** envelopes with your completed application form to the EngD Administrator, Department of Computer Science, University of York, Heslington, York, YO10 5DD

Before giving this sheet to your referee, enter your name below:

Full name:

Course applied for: EngD in Large Scale Complex IT Systems

To the Referee:

Please supply a reference in English on the above-named applicant's suitability, on both academic and general grounds, to study for the EngD in Large Scale Complex IT Systems. If his/her first language (or language of previous University-level instruction) is not English, do you consider his/her command of English to be adequate for postgraduate study? If possible, please provide details of the result he/she has obtained in degree examinations thus far and (if he/she has not yet graduated) a prediction of the likely degree result. If the grading system is different from that used in British Universities, please provide a brief explanation of the grading system used. Please include a note of your name, status/title, and telephone/fax number, and of the name and address of your University/institution. **References must be submitted on official headed paper.** Under the Data Protection Act 1998, references received by the University may be disclosable to the candidate; you may therefore wish to confine yourself to statements of fact and academic judgement.

Please place your completed reference in an envelope, **seal** the envelope, **sign** across the seal, and cover your signature with clear adhesive tape, before giving the envelope **to the applicant** for forwarding with the application.

Alternatively, please post the reference directly to the EngD Administrator, Department of Computer Science, University of York, Heslington, York YO10 5DD.