To whom it may concern,

We have received a PhD application where you have been listed as being able to provide an academic reference for the applicant. Therefore, we would appreciate it if you would provide us with your opinion of the applicant’s capacity to pursue sustained, independent and original work at research degree level.

If possible, please provide an assessment of the quality of the applicant’s previous work and performance by commenting on the applicant’s ability for the following:

* conceptual ability;
* problem-solving skills;
* capacity for independent thought;
* potential to develop innovative methods;
* organisational and communication skills;
* and where relevant, their practical or technical abilities;
* recent intellectual development and how this might prepare them for study at research degree level.

We would also welcome your comments on any additional training that you feel may be required, along with any further information relevant to the application.

If you have tutored the applicant for an MA please provide the following information:

* total number of students in applicant’s cohort;
* applicant’s ranking in cohort;
* applicant’s overall average mark at end of MA degree;

Please indicate which of the following summarises your assessment of the applicant:

Exceptional Excellent Very good Above average Average

Some potential (top 50%)

Showing outstanding originality and achievement (top 2%)

Showing potential (top 20%)

Showing high potential (top 10%)

Showing a high degree of originality and achievement (top 5%)

The reference should be sent back to the applicant for them to submit as part of their formal application. References should be returned with 2 weeks of you receiving the request. However, if you would prefer to send it direct to the Graduate College then please email to us at [pgradmissions@bathspa.ac.uk](mailto:pgradmissions@bathspa.ac.uk)

**PLEASE NOTE: all references must be on institution headed paper and if emailing direct to the Graduate College, it must also be emailed from your institutional email account.**

Many thanks

Postgraduate Admissions Administrator