

REFERENCE FOR ADMISSION TO POSTGRADUATE STUDY: Notes

Part I: To Be Completed by the Applicant

Please complete Part I on the attached form in typescript or block capitals then send the form to each referee

Part II: To Be Completed by the Referee

The candidate has applied for admission to the School as a postgraduate student for the degree indicated and has named you as a referee.

The following notes on graduate work in this School may be of help to you:

MA Degree A full-time degree of twelve months duration. Consists in most cases of four assessed seminar courses taken over the Autumn and Spring terms and the writing of a dissertation of not more than 15,000 words. The coursework marks count for 50% and the dissertation for 50% in the final assessment.
(The course may be taken part-time over two years)

MPhil/PhD Degrees In both cases the main requirement is the pursuit of research and the writing of a thesis under the supervision of a member of faculty. For the MPhil the period of study is two years full-time, or four years part-time, with a thesis of 40-60,000 words required. For the PhD the period the period of study is three years full-time, or six years part-time, with a thesis of 80-100,000 words. The school does not always require an MA degree to be taken before the work on a research degree. However, research students are normally admitted in the first instance to the MPhil, with the possibility of being advanced to candidature for the PhD at the end of their first year (or the second in the case of part-timers)

Would you please provide us with a reference on the applicant's academic and general suitability to undertake the proposed course of study by completing Part II of the form. It would greatly help the Graduate Admissions Officers if you would cover the following points in your reference.

- (a) how long you have known the applicant and in what capacity;
- (b) how the applicant's achievements compare to those of his/her peers;
- (c) the nature and class of degree already obtained or expected to be obtained prior to the commencement of the course;
- (d) your estimate of the candidate's written work, with special regard to style, presentation and originality
- (e) for applicants whose first language is not English, their standard of proficiency in written and oral English;

- (f) for applicants who hold professional qualifications or have professional experience, how the qualifications and/or experience would contribute to the applicant's suitability;
- (g) the applicant's general suitability for graduate study, including any distinct strengths or weaknesses;
- (h) the applicant's ability to complete the proposed course within the time limit;
- (i) *for Creative Writing applicants only*: an assessment of the applicant's maturity and talent as a writer and of their ability to understand and flourish in the context of academic criticism.

We attach great importance to the information provided in references therefore could you please return the form as soon as possible as we are unable to consider any applications until the references are received. Your reply will be treated in confidence by the University. Thank you in advance for your assistance.

Please return the completed form to:

**Kerry Durnford
Postgraduate Admissions Clerk
School of English and American Studies
The University of East Anglia
Norwich
Norfolk
NR4 7TJ
UK
e-mail: pgeas@uea.ac.uk**

Part I – Applicant

Your Name: _____

Proposed course: _____

Date of commencement: _____

Name of referee: _____

Part II – Reference

(Please continue on a separate sheet (if necessary))

Name of Referee: _____

Title/Status: _____

Address: _____

Tel: _____ Fax: _____ E-mail: _____

Signature: _____ Date: _____