



Manchester
Metropolitan
University



Reference Form

LLB (Hons) in Legal Practice
4 years part-time, distance learning

Applicant's personal details

First name(s)/given name	
Surname/family name	Date of birth

Notes of Guidance for Referees

The reference is an integral and important part of the selection process and all the information you give will help to guide admissions tutors in making their decisions.

In order that an applicant's academic and intellectual capacity can be evaluated your reference should if possible cover:

1. Suitability for the course applied for
2. Intellectual qualities including:
 - a) development to date and previous examination performance with special reference to any factors which may in your opinion have adversely influenced the result;
 - b) present performance;
 - c) potential, including an assessment of the probably results of any pending examinations.
3. Personal qualities
4. Career aspirations

Mature Applicants

Referees may have difficulty in commenting on the academic abilities of mature applicants who may not have any recent educational experience. In these circumstances, referees may wish to confine their comments to matters listed under 1, 2c, 3 and 4.

Providing a reference by other methods

References can also be provided on the official notepaper of the referee and sent to the address above. The applicant's name must be clearly displayed on the letter.

