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| **Reference** | |
| Please read the following **Notes of Guidance** for referees before completing this form. | |
| 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: 3. development to date and previous examination performance with special reference to any factors which may, in your opinion, have adversely influenced the result; 4. present performance; 5. potential, including an assessment of the probable results of any pending examinations. 6. Personal qualities 7. 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**  Manchester Metropolitan University is happy to accept references emailed directly by the referee (from a company/institutional email address) to [direct@mmu.ac.uk](mailto:direct@mmu.ac.uk) – the email must clearly display the applicant’s name.  References can also be provided on the official notepaper of the referee, with the applicant’s name clearly displayed on the letter, and sent to :  **Direct Admissions Team**  Manchester Metropolitan University  Business School & Student Hub  Lower Chatham Street  Manchester  M15 6BH |

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| **Applicant’s full name :** |
| **Course applied for :** |
| **Name of referee :** |
| **Post / occupation / relationship :** |
| **Address :** |
| **Telephone number :** |
| **Email address :** |
| **Confidential statement by the referee** |
| Signature :  Date : |