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**DBA PROGRAMMES**

**CONFIDENTIAL REFERENCE**

## INSTRUCTIONS

## The candidate must complete section A, then forward a copy to each of the referees named on the application form. The referees should respond directly to the Business School at [business.dba@durham.ac.uk](mailto:business.dba@durham.ac.uk)

**SECTION A** (to be completed by the candidate)

|  |  |
| --- | --- |
| Full name of candidate |  |
| Proposed degree |  |
| Proposed field of study |  |
| Proposed start date |  |

**SECTION B**

#### The person named above has applied to the University of Durham as a candidate for postgraduate study and has given your name as a referee. I would be grateful if you could let me have a confidential opinion on the suitability of this candidate for the proposed course of study.

#### The referee’s report is an important and integral part of the selection process, and the information you give will be used to assist departmental staff in making their decision.

#### All information provided will be processed in accordance with the Data Protection Act 1998 and the University’s registration with the Office of the Information Commissioner.

#### To assist the University in evaluating the intellectual and academic potential of the candidate, it would be particularly helpful if you would cover the following aspects in your reference:

1. Suitability of the candidate for the course;
2. Intellectual qualities of the candidate including:
   * 1. Ability to work alone
     2. Ability to seek and evaluate material from diverse sources
     3. Ability to construct and sustain an argument
     4. Critical discrimination
     5. Originality
3. Discipline in submission of work promptly;
4. Ability to present reports;
5. Sense of enquiry and ability to pursue research problems;
6. An assessment of the expected results of any pending examinations;
7. Where the candidate is known to you professionally, please provide an assessment of his or her personal qualities, relevant to the application and their career;
8. If the candidate’s first language is not English, an estimate of whether he or she is sufficiently competent to commence advanced courses or to undertake research and written work in English.

#### Please complete your reference on the following page of this form and return the reference form directly to [business.dba@durham.ac.uk](mailto:business.dba@durham.ac.uk)

With thanks,

DBA Admissions Team, Durham University Business School

**CONFIDENTIAL REFERENCE**

(to be completed by the referee)

Should the candidate request access, under the Data Protection Act 1998, to the personal data held on them by the University, would you wish this reference to remain confidential**: YES / NO\***

|  |  |
| --- | --- |
| Full name of referee |  |
| Post or status |  |
| Address |  |
| Telephone |  |
| Email address |  |
| Name of candidate |  |
| Type of reference | **Academic / Professional\*** |
|  | |
| *Signature*  *Date* | |

\* delete as appropriate

**Please email the completed reference directly to** [**business.dba@durham.ac.uk**](mailto:business.dba@durham.ac.uk)