Reference for Admission

Programme of Study: LLB in Legal Practice

Applicant’s Name: _____________________________________________ (BLOCK CAPITALS)

Instructions for the applicant and referees

To the applicant:
You will need two references in support of your application, one of which should be from someone who can comment on your academic suitability for the course. Please forward this reference form to your referees. Your referee should submit the form by post or by email directly to Juliet Ormerod, LLB in Legal Practice Admissions, CILEx Law School as detailed below.

Please note that it is your responsibility to contact referees and to ensure that the references have reached CILEx Law School.

To the referee:
The above named person has applied to be admitted to the LLB in Legal Practice at City University, which is run in conjunction with CILEx Law School. They have given your name as a referee. We would be grateful if you could provide us with a reference on the applicant’s academic and general ability to undertake the proposed Programme of study.

Please either complete the questions on this form or submit a written statement of reference on letter headed paper. All references must be clearly marked with the name of the applicant. The referee should then submit the form (or written statement of reference) directly to Juliet Ormerod, LLB in Legal Practice Admissions. This can be done either:

by email to:  

j.ormerod@cilexlawschool.ac.uk

or by post to:

Juliet Ormerod,
LLB in Legal Practice Admissions,
CILEx Law School, College House,
Manor Drive,
Kempston,
Bedford MK42 7AB.

1. How long have you known the applicant and in what capacity?
2. What do you consider to be the applicant’s main strengths and weaknesses?

3. Bearing in mind the course programme chosen, what is your opinion of the applicant’s suitability for this programme?

4. Is there any information which you feel is relevant? (e.g. expected examination results, if appropriate). Please continue on a separate sheet if necessary.

5. Please rate the applicant with respect to the following categories:

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<thead>
<tr>
<th>Category</th>
<th>Outstanding (top 5%)</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>No. of students in group</th>
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<tbody>
<tr>
<td>Academic potential</td>
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<td>Analytical ability</td>
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<td>Capacity for fluent and logical communication</td>
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<td>Overall rating</td>
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Name and position

Address

Tel/Fax

Email

Referee’s signature

Date

Institution stamp (if unavailable please provide a compliment slip or sample of headed paper).