

UNIVERSITY OF LEEDS
School of Computing
Leeds LS2 9JT

Tel: Direct Line (0113) 3436807
(0113) 3431751 Extn 35465
Fax (0113) 3435468

Date:

Dear Sir/Madam

Re:

The person named above is applying to this School to study for a research degree and has named you as referee.

I should be grateful if you could send the applicant a confidential letter of reference in a sealed envelope signed across the flap. It would be helpful if you could include as much as possible of the following information:-

- a) the applicant's suitability for research in this field;
- b) his/her aptitude for original work;
- c) (if you knew the applicant as a student) details of academic performance and ranking order in final year, with an indication of whether you consider these details to be a true reflection of the applicant's abilities; and
- d) (if you are a present or former employer of the applicant) an outline of responsibilities and an appraisal of competence and initiative;
- e) proficiency in computer programming,
- f) (for overseas students) an estimate of proficiency in English.

We have been asked to point out that

"The Data Protection Act (1998) permits the person for whom this reference is provided to request sight of your comments. The Act does, however, allow the recipients of references to take steps to withhold information that reveals the identity of the author of the reference. In the event of the subject of this reference making a request for its release, the University of Leeds will take practical steps to ensure that your identity will not be divulged."

On behalf of the School of Computing may I take this opportunity to thank you in advance for your assistance.

Yours faithfully

Pat Hill
Postgraduate Admissions Tutor

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