



Accredited Short Course Reference Form

We recommend that you download and save this file before completing, to ensure your changes are saved.
If completing by hand, please write in BLOCK CAPITALS using black ink.

1. INSTRUCTIONS TO THE APPLICANT

Please complete Section Two of this form, then forward to your referee, asking them to complete Section Four and return to us.

Please note that you do **not** need to complete this form if you are not taking the course for academic credit (for details about taking the course for credit, please see the Guidance Notes: www.conted.ox.ac.uk/guidance).

2. APPLICANT DETAILS (to be completed by the applicant)

NAME OF APPLICANT	
COURSE APPLIED FOR	
PROPOSED START DATE	

3. INSTRUCTIONS TO THE REFEREE

The applicant named above is applying to take a course accredited by the University of Oxford, and is asking you to act as a referee. I would be very grateful if you would let me have your comments on this candidate's academic ability and general suitability for the proposed course of study. If you have knowledge of the candidate's past academic work it would be helpful if you would indicate the level attained and how this candidate would contribute to the field of study covered by this course. Your comments will be treated in confidence by the University (subject to Data Protection legislation).

Please use Section Four, on the following page, for your comments, or if you prefer to use your own institution's notepaper, please attach this form to the front of your reference.

Please send your reference direct to:

Address: Course Administrator, Continuing Professional Development Centre, University of Oxford,
Rewley House, 1 Wellington Square, Oxford, OX1 2JA, UK

Fax: +44 (0)1865 286934

Email: cpd@conted.ox.ac.uk

4. CONFIDENTIAL REFERENCE (to be completed by referee – data will be held in accordance with data protection legislation)

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SIGNATURE			
PRINT NAME		DATE	
INSTITUTION			
POSITION			
EMAIL ADDRESS			