

SAÏD FOUNDATION SCHOLARSHIP REFERENCES

GUIDANCE FOR REFEREES

You have been asked to provide a reference to support a Saïd Foundation scholarship application. Your reference must:

- be written in English, signed by you and provided on official headed paper where possible.
- include your contact details (both a telephone number and an email address). If the candidate you are supporting is considered for a scholarship then the Saïd Foundation will contact you to verify the information you have provided in your reference.
- be written in support of a Saïd Foundation scholarship application. References that have been written for other purposes will not be accepted.

ACADEMIC REFEREES

If you are providing an academic reference you should include the following:

- How long you have known the candidate.
- You should comment on their academic performance and their final position in class (e.g. 1st out of 15 students).
- Comment on the candidate's ability to successfully complete a demanding postgraduate course in the UK.
- You should write about their leadership potential, their commitment to their home country and their personal, intellectual and interpersonal qualities.

PROFESSIONAL REFEREES

If you are providing a professional reference you should include the following:

- How long you have known the candidate.
- You should write about the candidate's role and experience and how it is relevant to their chosen course.
- You should write about their leadership potential, their commitment to their home country and their personal, intellectual and interpersonal qualities.
- Also comment on the relevance of their chosen course to the future development of the sector.

VOLUNTARY OR EXTRA-CURRICULAR REFEREES

If you are providing a voluntary or extra-curricular activities reference you should include the following:

- How long you have known the candidate.
- You should comment on their role in the activity and how long they have participated.
- You should also write about the candidate's commitment to the role and provide details of any notable achievements.
- You should write about their leadership potential, their commitment to their home country and their personal, intellectual and interpersonal qualities.

Scholarship applications will not be considered without valid references. When you have completed your reference please return it to the candidate to upload to their online application form before the scholarship application deadline. It will not be possible to accept references after applications have closed.