



## NOTES ON REFERENCES

### Notes for Applicants

- Unless you are applying for a Degree Programme at The IBS, we do not require any references about you.
- For degree applicants under 21 years of age, a minimum of one academic reference is required.
- For mature degree applicants (aged 21+), a minimum of one academic plus one work-related reference is required.
- Your referees should know you well enough to write about you and should be able to tell us why you are suitable for your chosen course.
- **We will not accept references from your family or friends.**
- If you are at school or college, or you have only left recently, you should ask your head teacher, principal or an appropriate teacher or tutor to write you an academic reference.
- If you are a mature student, you should ask responsible people who know you to write your two references. This could be a training officer, careers officer, a teacher on a recent relevant further education course, your employer, or a senior colleague.
- If you are in prison, you must pass your application form to the prison authorities, even if you are asking someone else to write your reference. The prison has to say whether you are suitable for a course of study, and if you will be able to accept a place for 2007/8 entry.

### Notes for Referees

- When you write personal comments about an applicant, please remember that under the **Data Protection Act**, the applicant can ask for a copy of your reference in addition to any other personal information that we have about them.
- If possible, please check that the applicant has filled in the application form correctly and provide your contact details on our reference template if the applicant has not already done so on your behalf.
- After the applicant's name, please give your reference on our template. You do not need to repeat the information that the applicant has given in their application form unless you want to comment on it. To help us, please try to comment on the applicant as follows:
  - Their academic achievement and potential, including predicted results or performance.
  - Whether they are suitable for the courses or subjects they have applied for.
  - Any factors that could influence, or could have influenced, their performance.
  - Their personal qualities, such as motivation, powers of analysis, communication skills, independence of thought.
  - Their career plans.
  - Any health or personal circumstances that could affect the application.
  - Other interests or activities.
  - Commitments (for example, exams) that could prevent the applicant attending an interview at a certain time.
- If you are writing a reference for an **international applicant**, please write in English. If the first language of the applicant is not English, please comment on their ability to write and speak in English, and say if any of their studies were taught in English. Please explain any break in his/her education, and how he/she compares with others in their class.
- If the applicant is on an **Access** course, or another one-year course, you may not have known them long enough to write a full reference. In this case, please say so and send a temporary reference with details of how the course is assessed and the number of credits that are awarded. If applicable, you should send a more detailed reference to us at the end of the course before the applicant is due to start at The IBS.
- If the applicant is taking **AS/ A levels**, you should give their overall predicted grades. If you want to, you can also comment on the student's performance in any modules they have taken so far. You should also explain if the student has yet to decide on his or her final qualification (for example, maths or applied maths, A level or AS level).
- If the applicant is taking **Advanced GNVQ**, please give an overall predicted grade. If the applicant is stronger in some areas than others, you may want to give predicted grades for each theme. Please also comment on the applicant's ability in key skills, and the types of projects he/she has been very good at.
- If the applicant is currently reading for a **degree**, please give their predicted degree class.
- For **people who are in prison**, application forms must include a short statement by the prison authority, as well as an academic reference, commenting on whether the applicant is suitable for a higher education course and whether they will be available for courses that start in 2007/8. The prison authority should also check the application form is complete and accurate.
- Please check your reference carefully before you sign and date it. If you cannot check the applicant's qualifications in section 8 of their application you should note this in the reference.
- If the application form, including your reference, has any information missing or has any false or misleading information, we reserve the right to cancel the application and withdraw any offers.

#### Please return this reference to:

Enquiries and Admissions Team, Isle of Man International Business School,  
The Nunnery, Old Castletown Road, Douglas, Isle of Man, IM2 1QB

**T: +44 (0)1624 693700, F: +44 (0)1624 665095, E: [enquiries@ibs.ac.im](mailto:enquiries@ibs.ac.im), [www.ibs.ac.im](http://www.ibs.ac.im)**