

CAMBRIDGE MUSLIM COLLEGE

14 St. Paul's Road, Cambridge, CB1 2EZ

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GUIDANCE NOTES FOR REFEREES for the Diploma in Contextual Islamic Studies & Leadership

You have been asked to supply a reference by an applicant for admission to the Diploma in Contextual Islamic Studies & Leadership at Cambridge Muslim College. You may wish to learn more about the College and its programmes at: www.cambridgemuslimcollege.ac.uk.

The College seeks to attract students of the highest possible calibre, and offers, financial assistance to enable the best students to study with us regardless of means. With this in mind, we hope you will appreciate the importance of your role in assisting us to make informed decisions in the selection process.

In your reference, please state the applicant's full name and explain in what capacity you know them. Please comment on their qualities and achievements. If you are writing as an academic reference, please give particular emphasis to your assessment of the applicant's suitability for higher education, and the extent to which you feel the applicant is capable of significant academic achievement. If you are writing as a referee in another capacity, please indicate the personal and/or professional qualities you have seen in the applicant which suggest he or she will benefit from and make best use of the education they will receive.

Please authenticate the reference by using your institutional letterhead and/or digital signature if sending via email. Please sign any reference sent via post.

Once you have completed your reference, please email it to admissions-cisldiploma@cambridgemuslimcollege.ac.uk with the subject line containing the applicant's name (i.e. 'LastName_Firstname_Reference') or mail it in a sealed envelope marked 'Admissions', with your signature across the seal, to 14 St Paul's Road, Cambridge CB1 2EZ.