



2018 Bursary Reference Letter - General Guidelines

These are broad guidelines to assist lecturers or HODs with what is generally expected in a letter of recommendation. Please provide your fair and truthful opinion on the candidate's aptitude and ability.

PLEASE NOTE that reference letters should be given to students to enable them to upload directly to the online form.

Generic 1-paragraph or 2-paragraph reference letters will **NOT** be accepted.

All reference letters should be on the **university's official letterhead** (the only exception is a part-time lecturer teaching an instrument)

- The letter must be dated;
- State the full name of student, student number and study year;
- The referee should verify the period of knowing the student and which course the student is or has attended under his/her tutelage;
- Comment on student's progress, musical and academic aptitude;
- Comment on the student's overall impact and demeanor;
- Comment on the student's specific achievements and involvement in extra-curricular activities/interests (if known or relevant);
- The name, job title, email and signature of the referee should be stated at the end of the letter.