



## Guide to Providing Academic / Professional References

### **To the applicant:**

For **Masters courses** (MSc, MA) you are required to provide the details of two references with the exception of the Executive **MBA** where you are required to provide one professional reference. Your referee may be contacted for a reference if further assessment is needed in relation to your application.

References are an important part of the selection process for postgraduate study. It is therefore in your interest to make sure that your references are both appropriate and informative. Normally, we would expect you to provide two academic references if you are a recent graduate. However, if this is not possible then alternative professional references will be considered. Professional references could come from your employer (e.g. your supervisor/head/director/senior member of staff), or a senior member from a voluntary organisation, or a recognised society.

Please provide this guidance to your referee(s), and ask for their reference to be returned to the Admissions Office at CITY College, University of York Europe Campus. References can be sent either via email directly from your referee(s) to the Admissions Office or on paper in a sealed envelope through regular post either by the referee(s) or you.

If you are experiencing difficulty in obtaining a suitable reference, please contact the Admissions Office for further assistance (contact details can be found below).

### **To the referee:**

Please supply a reference in English regarding the applicant's suitability, on both academic (where applicable)/ professional and general grounds, to study at CITY College, University of York Europe Campus for the programme applied for.

If you're an academic referee, please provide details of their academic progress.

If their first language (or language of previous university-level instruction) is not English, do you consider their command of English (reading, writing, speaking and listening) to be adequate for postgraduate study?

Please include your full name, status/title, the name and address of your educational institution / business, your telephone/email contact details and your relationship to the applicant (i.e., tutor, lecturer, employer, etc.).

Under the General Data Protection Regulation (GDPR), references received by the University may be disclosable to the applicant; you may therefore wish to confine yourself to statements of fact and academic / professional judgment.

Please forward your completed reference to:

The Admissions Office,  
CITY College, University of York Europe Campus,  
Prox. Koromila 24 str., 546 22 – Thessaloniki, Greece.

If you have any queries regarding the submission of references please contact the Admissions Office team:

E-mail: [admissions@york.citycollege.eu](mailto:admissions@york.citycollege.eu)