



CASES Professional Development and Mentoring Programme (PDMP)

To support your application, please identify **two referees** who are each to provide a reference. Suitable referees include line managers, academic supervisors, or other academic staff who are familiar with your work.

Please approach two referees and share with them the following guidelines (below). Please ask them to email the completed reference to enquiries@cases.org.uk. Please ask them to name the email subject "CASES PDMP – Reference for X' (to include your name) and to mark the email as Confidential.

Guidelines for letter of recommendation:

Referees are to include the following in body of letter:

1. Statement of the following:
 - Applicant's Name
 - Referee's Name
 - Referee's Title/Position/Institution
 - Whether the Referee is a CASES member
2. Comment on each of the following points:
 - How long and in what capacity has the Referee known the applicant?
 - Comment on the quality of the applicant's work.
 - Comment on the applicant's engagement with CASES and their potential to contribute to CASES in the future.
 - Comment on the applicant's commitment to career development, for example steps made to engage in training activities.
3. Please provide any additional details to support the case for the applicant, for example in relation to the following:
 - Subject area knowledge
 - Level of maturity demonstrated
 - Leadership skills
 - Ability to receive and action feedback

Please ask the Referee to sign and date this reference.