**Guidance for academic reference letter**

* **Ask** **two scholars** who know you well to send **one reference letter each** by email directly to [applications.IJURRfoundation@gmail.com](mailto:applications.IJURRfoundation@gmail.com) (sent from their institutional email address, rather than personal)
* **For current PhD students one must be your PhD supervisor**
* **Send as an attachment on headed paper from their current institution (if possible)**
* **Maximum 2 pages A4**
* **Include how they know you e.g. undergraduate degree, previous postgraduate study, current PhD, work in a research role**
* **Comments on your experience and skills as a researcher – e.g. information about research you have conducted, ability to work to targets, any progress made on PhD course, any publications**
* **If appropriate why you have applied for funding**
* **Referee’s own details – name, institution, profession, contact email and signature**