**Information to assist an academic referee**

Fill in this form to help an academic referee to locate your records and understand more about your future plans.

We welcome the opportunity to complete references on your behalf and we offer some advice about how to get the most out of this process.

* Please allow sufficient time – it can take time to pull information together on your behalf and requests sent in with a short turn-around may not be accommodated
* Bear in mind that you are likely to be more expert than the referee about the position you are aiming for and why you are suited to it. So please bear this in mind when completing this form
* GDPR means we are restricted in replying to reference requests so please ensure you have given permission for an academic to act as a referee on your behalf
* **Only send a CV if requested by your confirmed referee**

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| --- | --- | --- |
|  | **First name** | **Surname** |
|  |  |
| **For academic references** | This information is about the course you are currently studying, or have completed, at The University of Manchester |
| **Deadline\****Requests with less than a two-week timetable are very difficult to manage.* | \* *We cannot guarantee that a reference will be provided within the desired timeframe.* |
| **To whom should the reference be addressed?** |  |
| **Your current UoM Student Number, or Alumni ID number** |  |
| **Course title / degree subject** |  |
| **Name of School in which the programme is/was based** |  |
| **Level of qualification** | UndergraduateY / N  | Postgraduate taughtY / N | Postgraduate research Y / N |
| **Your current status** | 1st yearY / N | 2nd yearY / N | 3rd yearY / N | 4th yearY / N | GraduateY / N | Other Y / N |
| **Dates of registration** | Start date MM/YY | End date MM/YY |
| **Your academic advisor/ supervisor**  | First Name | Surname |
|  |  |
| **About the job or course you are applying for:**If you are applying for multiple courses or job roles, please make this clear in the information below |
| **Further study:****Name of University and course title***If possible please link to the course description* |  |
| **Placement:** **Placement provider and job role***Describe and link to the opportunity and if possible include job details* |  |
| **Employment:****Employer and job role***Describe and link to the opportunity and if possible include job details* |  |
| **About you**  |
| **Tell us about the skills or knowledge gained through your employment or study that you feel are relevant for this reference** (You can find information about the skills provided from your University of Manchester course in your course handbook) |  |
| **Please tell us about any relevant additional positions of responsibility, extracurricular activities or additional responsibilities you have undertaken that your referee would have knowledge of and be able to comment on** For example: staff /student representative, peer mentoring, student ambassador, tutoring / training or Teaching Assistant work. |  |
| **Your career plans**The course or job you are applying for may form part of your larger career plan. Knowing about this will help your referee frame their comments in context. |  |
| **I herby give permission for a reference to be given**  | Signed |