

# Reference

It is your responsibility to request references from your referees, we will not do this on your behalf.

*Please type or write clearly in block capitals in black ink. Tick boxes  as appropriate.*

The person named in Section 1 below has applied to study at Sheffield Hallam University. They have selected you as their referee. Please complete and return this form to the address given in Section 5.

A PDF version of this form can be downloaded at [www.shu.ac.uk/study-here/how-to-apply/postgraduate/application-form](http://www.shu.ac.uk/study-here/how-to-apply/postgraduate/application-form). References can be scanned and submitted by email providing that they are on the reference forms provided or on official letter headed paper.

Referees should be aware that under the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 applicants may ask the University to disclose references that have been used in the admissions process. References will also be accessible if requested in connection with legal proceedings.

Please tell us if you object to the reference being open to the data subject on request. Please note that the University may decide to disclose the reference without your consent, if it is able to anonymise the information (to protect your identity) or it is considered reasonable to release the reference even though it is possible to identify who wrote the reference. The University will balance the data subject's right of access with your right of privacy.

Sections 1 and 2 must be completed by the applicant

## 1. Applicant's full name

## 2. Course or Module title applied for

Section 3-5 to be completed by the referee

## 3. Referee's details

|  |                                   |                      |
|--|-----------------------------------|----------------------|
| Name   | <input type="text"/>              |                      |
| Position/role  | <input type="text"/>              |                      |
| Company/organisation                                   | <input type="text"/>              |                      |
| Address  | <input type="text"/>              |                      |
|  | <input type="text"/>              |                      |
| Postcode   | <input type="text"/>              |                      |
| Country  | <input type="text"/>              |                      |
| Email address  | <input type="text"/> @            |                      |
| Phone number<br>(including full country and area code) | Area Code<br><input type="text"/> | <input type="text"/> |

## 4. Report on the applicant

How long have you known the applicant?

MM

YY

In what capacity do you know the applicant?

In your opinion is the applicant likely to successfully complete and benefit from the programme of study for which they are applying?

Yes

No

Uncertain/don't know

Please specify the applicant's general suitability to undertake the course(s) including distinct strengths and areas for improvement

Please continue on a separate sheet if necessary

## 5. Referee's declaration

I confirm that, to the best of my knowledge, the information given in this form is correct and complete

Referee's signature

Print name

Date

## What to do next

Please email completed reference to [new-applications@shu.ac.uk](mailto:new-applications@shu.ac.uk), please type "reference" in the subject heading of the email