



This reference will normally only be accessed by a limited number of designated staff within the Aberystwyth University. However, under the Data Protection Act, the applicant (i.e. the data subject) may request access to the information that has been written about them in the reference

## REFERENCE FORM

### For the BSc Information & Library course by distance-learning

Section 1 is to be completed by the applicant. The form should then be passed to the referee who is asked to complete the rest of the form and then return it direct to the applicant.

#### SECTION 1

Full name of applicant \_\_\_\_\_  
(please underline family name)

Proposed programme of study: **BSc Information & Library Studies**

Mode of Study: **Distance Learning**

Department: **Department of Information Studies**

#### SECTION 2 TO THE REFEREE

**URGENT**

The above-named student is applying for a distance-learning course at this University and has named you as a referee. I would be grateful if you could complete this form and return it to the applicant as soon as possible. Employers should provide information on the applicant's work experience. Only academic referees need provide information on examination results.

Name or Referee \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Zip/Post code \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

How long and in what capacity have you known the applicant?  
\_\_\_\_\_

If the applicant has taken examinations at your institution, it would be helpful if you could supply as much detail as possible about the results achieved and how the student compared with others on the course (e.g. in the top 5%, 50% etc).

Qualification	Date	Results/Predicted Results
_____	_____	_____
_____	_____	_____

If the applicant's first language is not English please comment on the level of competence

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>		<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>
Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spoken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## REFEREE'S CONFIDENTIAL REPORT

Please give your personal opinion of the candidate's ability to carry out and complete studies at degree level by distance-learning. It would be helpful if you could comment on the following: work experience; conscientiousness; communication skills; motivation; inter-personal skills; IT skills.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Thank you for your time in completing this reference form.*

*Please scan and e-mail the reference to the Postgraduate Admissions Office ([pg-admissions@aber.ac.uk](mailto:pg-admissions@aber.ac.uk)).*

*Please send it from official work email address.*

*We do not accept references from Yahoo, G-Mail or Hotmail accounts.*

OFFICIAL STAMP

*Postgraduate Admissions Office  
Cledwyn Building  
Aberystwyth University  
Penglais  
Aberystwyth  
Ceredigion SY23 3DD  
Wales. U.K.*

**Tel:** +44 (0) 1970 622023

**Email:** [pg-admissions@aber.ac.uk](mailto:pg-admissions@aber.ac.uk)