

HOW TO OBTAIN REFERENCES FROM THE DEPARTMENT OF SOCIOLOGY

If you would like a reference, you can ask any member of academic staff. When considering who to ask for your reference, you should think about who knows you and your work best. We would like to be able to write the best possible reference for you. This is best done by someone who is familiar with your work and has had ongoing contact with you in modules, tutorials, or through supervising your dissertation.

We are often asked to comment on attendance, motivation, time management, and contribution to class and seminar discussion, in addition to academic attainment, ability, and skills. Please be aware of this in relation to your attendance and active engagement with your learning during the course of your degree.

If you are asking for a reference, please keep in mind the following guidelines:

- **Always ask your proposed referee** in writing in advance of putting their name down as a referee. You should not use someone as a referee without asking him or her first. We suggest asking your referee if they will agree in principle to be your referee. You can then request a reference from that person each time you require it.
- Please give the referee **at least FOUR weeks** written notice before the reference is due. The earlier you request the reference, the greater the opportunity your referee will have to write you an appropriate reference.
- **Provide all the information** the referee will need, such as the completed application form, up to date curriculum vitae, and details of when the reference is due, where it needs to be sent, as well as how it should be submitted. Check with your referee to see whether there is any other information that they would like to see.
- While we are not obliged to provide references, where possible we would like to provide you with the most appropriate reference for your employment or academic application. Following these guidelines will enable staff to provide the best possible reference for you.