

# Department of Nursing and Midwifery



## "REQUEST FOR AN ACADEMIC REFERENCE / SUPPORTING DOCUMENTATION FORM"

### APPLICANT INFORMATION

Please complete this form and see guideline document

Name : \_\_\_\_\_ UL ID Number: \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_ *Mobile Number:* \_\_\_\_\_

Course Completed (*Please Tick*):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> BSc Nursing (General)       | <input type="checkbox"/> BSc Nursing (Intellectual Disability) | <input type="checkbox"/> Postgraduate      |
| <input type="checkbox"/> BSc Nursing (Mental Health) | <input type="checkbox"/> BSc Midwifery                         | <input type="checkbox"/> HDip in Midwifery |
|  |  | <input type="checkbox"/> International     |

Date Started Programme \_\_\_\_\_ Completed Programme \_\_\_\_\_

Proposed Referee/Course Director/Allocations staff \_\_\_\_\_

Type of documentation required.

- Academic Reference
- Documentation of support
- Record of Clinical Instruction

**Information that may be relevant to your request:**

I..... request an Academic Reference/ Supporting Documentation (select option) and authorise ..... to act my behalf to release academic information to the person/agency/organisation named below:

\_\_\_\_\_

**Address (person/agency/organisation)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone number and email address** \_\_\_\_\_

**Student/Graduate**

\_\_\_\_\_

**Signature/ Date**

\_\_\_\_\_

## REQUEST GUIDELINES

The Department of Nursing and Midwifery, University of Limerick can provide on request for current students and graduates:

- Academic reference
  - An academic reference confirms facts and provides relevant opinion on the candidate's academic history, aptitude and ability.
- Supporting documentation
  - Record of Clinical Instruction: A summary of a student's hours in clinical placement.
  - Documentation of support necessary for professional and academic recognition nationally and internationally. The graduate's official UL academic transcript is not provided by the Department of Nursing & Midwifery. The graduate can request in writing their official transcript from Student Academic Administration, UL <https://ulsites.ul.ie/saa/transcript-letter-requests> .

### WHO TO ASK?

In order to help you with your request this section identifies the person(s) within the Department of Nursing & Midwifery best suited to support you:

- Academic reference letters are generally provided by individuals who have witnessed a student's participation in both theoretical and extracurricular activities, and are in a position to provide an honest account of an applicant's academic abilities and achievements. All references are at the discretion of the referee, if the staff or faculty member is unable to provide you with a reference they may advise you to contact the Course Director of your programme.
- Supporting documentation
  - Record of Clinical Instruction is provided from the staff in the Allocations Office, Department of Nursing and Midwifery, UL.
  - Documentation of support necessary for professional and academic recognition is provided by the programme Course Director.
  - For official academic transcript and other UL letter requests contact Student Academic Administration <https://ulsites.ul.ie/saa/transcript-letter-requests>

## WHAT TO DO FIRST?

It is good practice to contact the staff/faculty member before making your request, as you cannot assume that a person is in a position to support your request. Make contact with the person you have identified as a potential referee and get their permission to put their name and contact details forward. Also you need to give ample notice for the request to be completed.

## MAKING THE REQUEST

- Once you have identified the staff/faculty member and made contact with them, access the student portal or Department of Nursing & Midwifery web page and “Request for an Academic Reference / Supporting Documentation Form”.
- Have the following details ready :
  - Your full name and University of Limerick ID number.
  - Your address, email and phone number for correspondence.
  - Identify your programme of study and dates of study.
  - Identify the proposed referee, Course Director or allocation staff.
  - Identify the required letter/documentation e.g. reference.
  - Supply Information that is specific to the request for example:
    - To whom you are applying and for what position/reason.
    - Organisation instructions eg specific information needed and process.
    - Time lines.
    - How the reference/record is to be delivered e.g. letter, form, telephone conversation.
    - Attach separately forms and guidelines or other information required to aid the process. Module descriptors that can be accessed on the Book of Modules <http://bookofmodules.ul.ie/>
  - Clearly identify to whom the reference/supporting documentation should be addressed (provide a name with title and a full address, email and phone details)
- Submit the form and attachments online to Nursing & Midwifery Administration <http://www.ul.ie/nm/about-us> .
  - The administrator will confirm your request and will forward the application to the named person.

- The Course Director/referee/allocation staff may get in contact if more detail is required.
- Once the correspondence is complete and dispatched you will receive notification from the Course Director/referee/Allocation Officer.

**EMAIL COMPLETED APPLICATION FORM TO [NM@UL.IE](mailto:NM@UL.IE)**