

UCAS Reference Writing for 2024 entry



UNIVERSITY OF
LINCOLN

The academic reference is an important part in a university's application. It should follow a structured approach, which is divided into three sections. Here is our advice to help you put yours together.

Section one: a statement about your school, college, or centre.

Information could include:

- Context of your institution
- Your portfolio of qualification provision
- Details about your institution which may affect performance
- Any policies or processes used for predicting grades.

Top Tip

Staff with centre management permissions can create a standard template and be used by all for section one.

Section two: extenuating circumstances.

Information could include:

- A student's individual circumstances
- Disparity between actual and predicted grades
- Issues limiting an individual's choice or number of subjects at Level 3
- Potential support required whilst studying a degree.

Top Tip

You must indicate whether anything outlined in section two has already been considered by the student's exam board or awarding organisation.

Section three: additional supportive information.

- Information included needs to be short and to the point
- Include here the evidence of suitability
- Show any challenges the student has faced in gaining relevant work experience.

Top Tip

It's not necessary to create the perfect paragraph.

Key Information

- Length for whole reference is 4000 characters, including spaces, line breaks, and headings
- Bold, italics, and underlining cannot be used
- Applicants can ask for a copy of their reference
- Ticking 'No information to enter' for a section will indicate the section is blank
- References for individual applicants not using a 'Buzzword' can be made, the content of section one will be different. UCAS will send you an email containing a password to allow you to input and submit
- Remember clarity – you are providing information that is useful.

If you have any questions, or to book a CPD session with us, please email educationliaison@lincoln.ac.uk, or call 01522 886644.