E5. Procedures for the preparation of student references

Introduction

The University offers a vital service to students, employers and other educational establishments by the provision of accurate, timely and balanced references. References are drafted by a range of staff but usually the responsibility rests with personal tutors including liaison with employers or other educational organisations. Statutory requirements enshrined within the Data Protection Act 1998 together with guidance provided by the QAA Code of Practice on Careers Advice form the basis of the following procedure.

This Procedure is concerned with processing requests for references. Guidance on writing student references is contained within the ‘Supporting Student Handbook – a staff handbook’.

1. Reference requests

1.1. Reference requests will be processed for students who have completed a course of study or programme at the University which led to a designated award or accumulation of credit but without completing an award within the past 4 years for undergraduate and taught postgraduate students and 10 years for research degree students.

1.2. If a request for a reference is made by a former student which falls outside the time periods, the reference will be restricted to matters of fact, such as duration of the course or programme, confirmation of results and general progress. More detailed references may be produced, despite the passage of time, if tutors have access to sufficient detail and are able to follow the guidelines laid down in the ‘Supporting Students – a staff handbook’.

1.3. Reference requests may be received via email from a prospective employer or another educational establishment. In response to such a request it is acceptable to process a reference electronically subject to:

i. Confirmation that the member of staff has been cited as a referee by the student. Avoid unsolicited requests.

ii. Verification of the identity of the person or organisation requesting the reference by referring to the URL of the organisation or by other means

iii. Confirmation to the student that a reference has been despatched electronically and the name of the person to whom the reference was sent

1.4. References will be drafted within a reasonable time following receipt of a written request. This will normally be 28 days from the date of the written request. In circumstances when a student requires a reference urgently, the member of academic staff and the student will come to an agreement about a reasonable time scale.

1.5. Schools may determine the precise administrative process for students to request a reference but, in any event, all course handbooks will include advice on the most appropriate members of staff available to provide references together with the time scale which shall be consistently applied across the University.

2. Refusing a reference request
2.1. On rare occasions it is possible that a member of staff feels unable to write a reference and refuses to do so. The reasons for such a refusal might originate from a personal connection with the student, a dispute which has not manifested itself into a complaint, a conflict of interest or a lack of knowledge about the student. Such a refusal is only permitted following agreement with the relevant Dean of school or nominee and an alternative referee will be sought.

2.2. If a reference is refused for acceptable reasons and it is not appropriate or possible for an alternative referee to be appointed, the person or organisation requesting the reference will be informed, while ensuring that no negative assumptions can be made arising from the refusal, or any personal data released. Students will be informed of the refusal with the reasons given.

3. Drafting a reference
3.1. References will be prepared by members of the academic staff who have personal knowledge of individual students and are able to write a reference based on guidelines within the ‘Supporting Students – a staff handbook.’ In cases when the member of staff acting as a referee has left the University, an alternative suitable member of staff will provide a reference.

3.2. Staff who may be the subject of a complaint by a particular student may not act as a referee for that student. In such circumstances an alternative referee will be appointed and the student informed of the change and the reasons for the change.

3.3. References should only be provided to named individuals or departments within named organisations. Testimonials or references headed ‘To whom it may concern’ are not permitted.

3.4. Telephone references are only acceptable when the telephone reference is supplementary to, or confirmation of, an official written reference. The identity of the caller must be confirmed to the satisfaction of the member of staff and a written record of the telephone conversation should be taken and retained with the reference file copy.
The referee has the right to refuse to answer questions which might relate to the definition of ‘sensitive personal data’ as follows:

i. racial or ethnic origin  
ii. political opinions  
iii. religious beliefs  
iv. trades union activities  
v. physical or mental; health  
vi. sexual life  
vii. details of criminal offences

3.5. To ensure that the reference, written or oral (supplementary), complies with data protection legislation, referees must ensure that there is a clear distinction between opinion and fact. For example, an opinion might be that a student was expected to achieve a certain level of performance. A fact would be the actual marks achieved.

3.6. Referees may not express opinions or cite facts when they are not qualified to do so. If a referee is unable to substantiate an opinion, or perceived fact, the limitation shall be noted within the reference and the student informed.

3.7. Although the Data Protection Act 1998 is not entirely clear on the issue of disclosure of the reference to the student, the University takes the view that a reference would be subject to such a disclosure in the event of a subject access request. References should therefore be drafted on the basis that students will be given full access.

3.8. In circumstances when students request staff to write a personal character reference as a friend rather than in their capacity as a member of the University academic staff, the status of the referee must be made clear within the body of the reference itself. Personal references may not be produced on university headed notepaper.

3.9. Extra care must be taken when completing electronic reference requests which feature ‘tick’ boxes since the completion of a ‘tick’ box questionnaire is also covered by the Data Protection Act 1998 ‘sensitive personal data’ provisions.

3.10. Information on Students who have been subject to disciplinary action and issued with a penalty specifying that the student’s disciplinary record may be referred to in confidential references are held on file in the school and/or Academic Registry records. Tutors preparing references should therefore consult the relevant file and when appropriate refer to the disciplinary offence in the reference.

3.11. Student conduct issues not subject to the above penalty but nevertheless recorded within the student file should not normally be referred to within the reference. An exception to this rule is in instances when reference requests are received from students studying programmes governed by professional codes of conduct determined by
statutory bodies such as the Nursing and Midwifery Council. The University’s duty of care to patients and other vulnerable groups is paramount in these circumstances and references will be drafted to incorporate matters of concern which may, in the judgement of the relevant school, be serious enough to compromise the safety of vulnerable people.

4. Retention

4.1. References will be retained by Schools for a minimum period of four years following the student’s departure from the University although references for research students may be kept for a longer period at the discretion of the school. References should be stored securely either electronically and/or on paper by the school office with a record of the date of the request, the author of the reference and an on-going schedule of which organisation or individual the reference was sent.

4.2. References must remain relevant and accurate. In circumstances where references are retained for longer than the period specified, schools must ensure that the references are not routinely re-issued without scrutiny from the original author or, where appropriate, another member of staff competent to make a judgement on the reference.

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