

Student Reference Policy

Introduction

1. There may be instances when a student requests that the College provides a reference. This policy sets out the guidelines for providing such a reference.
-

Limitations

- 2.1 Any requests for references relating to a current or former student of the College can be provided by a permanent employed member of the Academic Team or Student Services. Note that contracted/freelance supervisors may not provide references on behalf of the College.
 - 2.2 A reference may only be provided in response to a request from a third party, for example a potential employer, if the student's consent has been obtained in advance.
-

Content

- 3.1 References must be fair and accurate, not misleading nor include any irrelevant personal information.
 - 3.2 A basic factual reference can be supplied that includes the dates the student was enrolled at the College, modules studied and results obtained. Referees can obtain this information from Student Services.

Favourable comments on attendance and engagement can be made if there is supporting information to hand.
 - 3.3 A character or personal reference is usually sought from someone who knows the student well and can be subjective in nature. The College's policy is not to supply a character reference nor comment on a student's suitability for a particular role.
-

Timescale

- 4.1 References should be provided by email within 3 working days of the request being made.
-

Document Name
Category
Document Owner

Leave of Absence Policy
Programme Governance
Programme Committee

Document Type
Information Classification
Approved
Last updated (version)

Policy
External
23rd November 2022
23rd November 2022

Document Name Leave of Absence Policy
Category Programme Governance
Document Owner Programme Committee

Document Type
Information Classification
Approved
Last updated (version)

Policy
External
23rd November 2022
23rd November 2022