Reference notification form

General information – why was the idea born?
The idea of the online reference form was born as a response to a few problems:

- After students graduate it becomes hard for the University to contact them; often, the University only has the students’ Exeter email, which expires after they graduate. By asking them to fill in this online form, students provide the University with their up-to-date contact details.

- Having up-to-date contact details helps with the Destinations of Leavers from Higher Education Survey (DLHE). The Survey aims to find out what students are doing 6 months after graduation (graduate employment, part-time employment, travelling etc.). This in turn affects Exeter’s overall ranking, as percentage of graduate employability is one of the factors that are used in the formation of University rankings.

- An online reference system will make the reference process easier for tutors. When tutors receive a reference request they have to reply to the student and ask them for information that they haven’t provided. For example, tutors have to ask students for their grades; this is both time consuming and relies on students telling the truth.

- The quality of references isn’t ideal according to employers. Having a standardised process could help tutors understand what is expected of them.

- Students don’t always know how to go about asking for a reference, whom to contact and what information to provide when asking for a reference.

- Being able to contact graduates will help expand Exeter’s Alumni network.

- In the online reference graduates state which companies they are applying for. Therefore, if a tutor receives a request from a company, they know that this is a genuine request. For example Dr Greta Bosch said that when she receives a reference request from a company, she emails the student/graduate and asks them if this is a position they applied for. Greta does this because references contain a lot of personal information and she wanted to make sure that the student is happy for their information to be shared with this company.
**Information for Academics**

**Your role as a referee**

- As the tutor, after a student has completed a form, you will receive an email which is the reference request. This email will contain the personal details of the student, position applied for, company name, a copy of the student’s CV and it will indicate that you may be contacted in the future from the named employer in order to provide a reference.
- Students may apply for multiple jobs through one form. If a student has applied for more than one position, all job titles will be stated in the email you receive and the student will be asked to upload the job description of all the applied positions.
- If a student wants a testimonial, they can use the form if they so wish. However, they are not obliged to use the reference form for a testimonial, so you may be approached directly.
- Please follow the University of Exeter’s guidelines when writing a reference ([https://intranet.exeter.ac.uk/socialsciences/staff/education/employability/howtosupportyourtutees/](https://intranet.exeter.ac.uk/socialsciences/staff/education/employability/howtosupportyourtutees/)).

**Information to pass to tutees**

- As a personal tutor please refer all your tutees to [My Brilliant Career](https://intranet.exeter.ac.uk/socialsciences/staff/education/employability/howtosupportyourtutees/) on ELE and explain that when requesting a reference they must use the online form.
- Please explain to students that once the form is completed it gets emailed to the person they have named as their referee. They will have access to the form for 6 months after graduation. After that time, when graduates can no longer access the form, we suggest that they email their tutors directly or contact CSSIS college office if they require a reference from an academic member of staff.
- If a student wants a testimonial, they do not need to use the online form; they can contact their referee directly. However, they can use the online form if they so wish, as it will still be received by the referee.

**General Information about the form**

As well as being sent to referees in an email, all the data from the form will get sent to the DLHE team for further follow-up. The DLHE team contact students in order to find out what they are doing on a specific date 6 months after graduation. The reference form will be available for 6 months after graduation, which will provide us with key data for the DLHE survey.

**Data Protection**

The Reference Request form contains the following Disclaimer: “Please note that your contact details may be used by the University of Exeter in order to update our records for future contact.”

Thus, the University is allowed to pass on the students’ information to the DLHE team.
In general, student information which is taken from a reference can be used by a third party, such as the College Office or a central administrator, as long as the third party asks for permission from the student.

Consequently, if a tutor receives a reference request, they are allowed to forward this to a third party, but the third party is then responsible for contacting the student and asking them for permission to use their information.

**Essential information for students**

All reference requests should be submitted via the online form which you can find [here](#).

By submitting the form and providing this information, you’re giving yourself the best chance of getting a good, accurate reference that reflects your qualities and strengths.

However, references vary. Sometimes it’s only possible to provide an employer with details of your degree, a transcript of your grades and confirmation that you attended the University of Exeter. Other times employers request a ‘box-ticking’ reference with no further comments.

**Before completing the form:**

- You should know the name and email address of the person you are going to name as your referee.
- You need an up-to-date CV, as you will attach this to your form.
- You should have the job description(s) of the position(s) you are applying for, as you will need to attach them to the form.
- Ideally you should ask your personal tutor if they are willing to be your referee before you complete the form. However, if you haven’t asked them before completing the form, submitting this form will count as asking your tutor for permission.

**How to complete the form:**

- Provide your personal details
- Provide the details of your referee
- Provide details of the position you are applying for
- Upload your CV
- Upload the job description(s)
- Make sure you have completed all the fields on the form

**Who to send the form to:**

- At first you should consider your personal tutor. However it could be somebody else that has taught you, especially if they lecture on a subject that has particular relevance to your application. Sometimes more than one academic referee is required.
• If you don’t know who to send your request to or your personal tutor has left the University, please contact the CSSIS College Office.

After you have submitted the form:

• Once you’ve submitted your form it will be sent as an email to the person you named as a referee and to the college office. If you don’t know who to send the request to, or your tutor has left the University, the form will only go to the college office, who will distribute it to the right person. Your details will also be stored in a database.
• When a tutor receives an email with your reference request, they will be alerted to the fact that they might receive a reference request from the employer you are applying to work for.

When to use this form:

• You must use this form during your time as student and you will be able to access it for 6 months after you graduate.
• If you need a reference more than 6 months after graduation, please contact the CSSIS college office or your tutor.
• If you’re requesting a testimonial, you don’t need to use the online form; you can contact your tutor directly.

CSSIS College Office: ssis-collofficeadmin@exeter.ac.uk, Tel + 44 (0) 1392 723301.

Before you start filling in your reference notification form

- Ask your tutor if they are willing to act as your referee.
- You should know the full name and email address of the person you are naming as your referee.
- Have your CV and the job description(s) ready, because you will attach these to the form.
- Make sure you know the job title and the company you are applying for.
- Complete ALL fields on the form and submit!