**HEA Fellowship – Swansea Application Route**

**Example Reference**

**Features**:

Headed paper please as appropriate

Dated

Signature, name and role

**Note: this is taken from a reference supported for a successful applicant. It is intended as a GUIDE, and not as a template to be followed**

**References should be personalised. The terms he/she, he/she and applicant are included to anonymise this reference.**

**To the Swansea Application Route Panel**

**RE: Applicant Name, Application for Associate/Fellow/Senior Fellow of the HEA**

*I have known XXX since YYYY where he/she initially worked as lecturer and now has the role of ZZZZZ. (Expand as appropriate)*

*XXX is a highly professional lecturer/careers adviser/librarian etc who has had many years of experience in his/her area.*

GUIDANCE CORE KNOWLEDGE:

The referee may wish to conform the applicant’s prior experience (if any) in a previous institution/specialised training he/she has undertaken to support/teach students better, e.g. if a disability link tutor/admissions/Welsh language etc/inclusivity with then cross-referencing to the relevant elements of the UKPSF.

*This has given his/her the insight in providing the most effective teaching environment for each of his/her students at Swansea University (A4).*

*XXX taught on the name of courses at named institution/has been supporting the range of modules/programmes/support sessions written/delivered/assessed.  The applicant also gave conference workshops for their specific topic informing others of knowledge in this specialist area. The applicant has also contributed to articles/blogs/Other and keeps up-to-date through their activities on XYZ (A5, V4).*

GUIDANCE - CPD:

Commenting on the applicant’s commitment to CPD,/professional body involvement in demonstrating their knowledge/understanding of the topic and/or teaching. (Cross reference to relevant UK PSF dimensions)

GUIDANCE – AREAS OF ACTIVITY:

The referee may confirm the scale of student numbers that the applicant supports and their approach to supporting learning (this may be specific to those supporting learning, e.g. careers, specialist support tutors, but could be included in academic staff references too.

Comments specifically on any innovations in practice to supporting learning/improving the student experience – change in approaches, student feedback etc (cross reference to relevant UK PSF dimensions)

Where relevant, statements to confirm how applicant liaises with other academic schools and colleges as well as professional departments across the university regarding a specific aspect of teaching/learner support e.g. employability/disability/assessment approach/careers) or any other engagement in institutional activities.

GUIDANCE - LEADERSHIP

Statement regarding leadership and examples of the applicant’s influence on colleagues/peers in HE – for Senior Fellow applicants only.

GUIDANCE - CONCLUSION

A summary of the applicant’s suitability for Fellowship

*XXX is an excellent specialist tutor and supports his/her students to become independent learners.  He/she is enthusiastic about his/her work and research and as his/her line manager; I am delighted to support his/her application for the HEA Associate Fellowship/Fellowship/Senior Fellowship.*

Referee’s Name and qualifications

Title

Institution