

ADVICE FOR STAFF ASKED TO PROVIDE REFERENCES TO STUDENTS

1. Students occasionally request references from staff within the School (eg personal tutors). These have many forms but generally fall into the following categories:

- a. To support independent applications to other medical schools or Masters' courses
- b. Statements of support for vacation or extra-curricular projects, conferences, employment, foundation posts, etc
- c. References to support registration with overseas Medical Regulators
- d. Applications for external funding
- e. Civil matters. Council Tax, landlord reference, jury service etc

Staff should be aware that there are processes in place to ensure that the School is aware of certain applications and to safeguard against provision of references that may not acknowledge concerns unknown to the author.

2. **Independent Applications to other medical schools / Masters courses.** If approached for a reference by either a current or graduated student for an independent application to another medical school, staff members should refer to the staff guidance available via this link: <http://medhandbook.st-andrews.ac.uk/2014/05/28/independant-applications/> . Staff should also contact the Medical Admissions team (medadmiss@st-andrews.ac.uk), the Pro-Dean (medsupport@st-andrews.ac.uk), the School Manager (medschoolmanager@st-andrews.ac.uk) and the Teaching Administrator (medicine@st-andrews.ac.uk) to ensure the correct members of staff are informed of the student's intentions and that it can be ascertained if there is any reason not to provide a reference.

3. **References for vacation or extra-curricular opportunities.** For statements going outside the School the referee must establish from the Pro Deans / School Manager that the student is in good standing before agreeing to provide a reference. In addition, if the student is likely to request funding and this is pivotal to their participation then the funding application must be made in conjunction with the reference.

4. **Overseas Regulators.** These are occasional but always complex and varied. Always send these to medicine@st-andrews.ac.uk who will refer them to the School Manager.

5. **Additional funding (Hardship funds etc).** In most cases these require the signature from the Head of School and there are often previous applications upon which to base a new reference. Always send these to medicine@st-andrews.ac.uk who will refer them to the School Manager.

6.

7. **Civil Matters.** Usually these are template letters and students should be directed to medicine@st-andrews.ac.uk

8. **Academic Transcripts.** Students may also approach staff to provide endorsed academic transcripts: Current students can obtain these from the ASC on North Street at any time, whereas students who have graduated can obtain these from Registry for a fee (see <https://www.st-andrews.ac.uk/students/academic/letters/requestforendorsedacademictranscript/>)

If approached for references for any other reason, then please consult with the School Manager (medschoolmanager@st-andrews.ac.uk) and Pro-Dean (medsupport@st-andrews.ac.uk) prior to submission.