



St Chad's College

Durham

Reference Requests

This document sets out the College's policy on writing references in cases where a student has been involved in disciplinary proceedings.

In the majority of cases College Officers (or their delegate) are only able to provide factual references for students, unless they are well known to the staff member writing the reference. In such cases, a character reference can be provided but not an academic reference. In cases where a factual basic reference is required, these can be provided on behalf of the Vice Principal by the Academic Office Administrator. Such references will include the date of commencement and graduation, course of study and any other specific relevant factual information as required.

In cases where a student has been involved in disciplinary proceedings within the College or wider University, details of such incidents will only be disclosed where a breach of College or University policy has been identified. In these circumstances, College Officers will exercise judgement and will generally only disclose disciplinary outcomes in certain situations:

1. if they are deemed to be directly relevant to the nature of the employment
2. if they are specifically requested in the reference request
3. if there is an official Letter of Reprimand on the student's file (this would usually relate to cases referred back to College by the Student Conduct Office).

In all cases the **fact** of a breach of discipline will be disclosed but **not the details** of the offence. The reference may refer to a disciplinary outcome under the University's Non-Academic Misconduct policy, but generally, the specific policy which was breached would not be disclosed. The details would only be disclosed if the College Officer deemed that there was an **overwhelming** case that the reference would be unsafe or seriously misleading without disclosure.

As an example, in the case of a Category 1 offence, the following (or similar) words will be used:

This student has a reprimand on their file for a Category 1 offence under the University's Non-Academic Misconduct Policy.

Where a Category 2 offence is recorded on a student's file, guidance will be sought from the University's Student Conduct Office in addition to the application of the above.

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