**Guide for referees for ADEPT applications**

Guidance for referees for applications for ADEPT Queen Mary Fellowship – leading to recognition by the HEA.

Thank you for agreeing to be a referee for an application for a Queen Mary Teaching Fellowship, or Associate Fellowship.

We are asking applicants to provide two references:

•             A reference from their Head of School or Institute, or their nominee

o             This reference should confirm the basic facts of the application and that there are no issues or concerns  about the applicant’s teaching in the School, from module evaluation etc.

•             A reference from someone who has observed them teaching, but not their School Academic Development Mentor

o             This reference should confirm the quality of the teaching observed and confirm the statements made in the application about the applicants teaching

The references should confirm where possible the statements made in the application in relation to the UK Professional Standards Framework – see over.  Applications for Fellowship need to demonstrate engagement with all the areas of activity, core knowledge and professional values overleaf.  Associate Fellowship applications need to demonstrate engagement with only 2 of the areas of activity and lesser engagement with the Core Knowledge and Professional Values.

There is no specified format for the reference and we are not expecting the reference to be long – it is merely confirming and supporting the application.

If you have any questions please contact me.

Please email your reference to [ADEPT@qmul.ac.uk](mailto:ADEPT@qmul.ac.uk)

David Andrew

HEA CPD Manager

CAPD