

# UPICNZ Reference Procedure

## Purpose

To provide clear guidelines to all staff on providing student references.

## Personal Reference Guidelines

Staff are more than welcome to provide a personal reference to students as requested. Please ensure that this reference does not refer to the Company or College and that staff use their personal contact details such as a personal email address.

## College Reference Guidelines

If staff are asked to provide a College reference, please direct to the relevant Head of College. Head of College to co-ordinate character reference with teachers if required.

If the relevant Head of College approves, the Campus Administrator (Auckland) will prepare a

- Statement of Results
- Attendance Letter
- Relevant Academic Reports

The above are sent to the University only, with a covering email that states further enquiries should be sent directly to UPICNZ.

The student will receive an email confirming that documents have been sent to the relevant provider.

## Covering Email Template

Hello

I can confirm that XXXXXX was formerly a student in the UoA/AUT/VUW Certificate in Foundation Studies programme at UP International College New Zealand.

Copies of their Final Statement of Results, Attendance Record, and relevant Academic Progress Reports are attached.

(Optional: UP International College NZ was formerly known as ACG NZ International College / ACG Norton College. The name was changed in May 2019)

Should you require any further information, please contact the College directly.

Kind regards

## Review

The Senior Leadership Team will have the responsibility for reviewing this Procedure every two years unless a change in requirements requires an earlier review.

In the absence of a review, this Procedure will remain current in its present format.

<b>Ratification Date</b>	November 2021
<b>Next review date</b>	November 2023
<b>Procedure Approved By</b>	SLT