



UNIVERSITY OF
CAMBRIDGE

GUIDE TO
COMPLETING THE
ONLINE REFERENCE
FORM
2014/15

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Contents:

Introduction	2
Receiving the Request & Logging In	2
The email	2
Reference Selection	3
Reference Entry	4
Referee Details	4
Academic Reference	5
Data Protection and Declaration	6
Trouble Shooting and Error Messages	7
Submitting a Paper Reference	8

Introduction:

Applications to the University of Cambridge are required to request academic references. These are submitted directly by the referee via the Electronic Reference System (ERS) which referees will only have access to once the applicant has submitted their application and has a valid application (i.e. has not withdrawn). The applicant will be asked to provide an email address for the referee and we request that this is an institutional email address.

It is the responsibility of the applicant to ensure that the referee has been able to submit the reference within 2 weeks of them submitting their online application form.

Please note:

The Graduate Admissions Office are **not** able to:

- Accept references sent via email from the applicant or directly from the referee;
- Use references from any previous application that the applicant may have made in the past;
- Send reminders to referees or contact them directly to chase/follow up on outstanding references.

If you are having trouble submitting the reference, please see the section [Trouble Shooting and Error Messages](#) for advice.

If you cannot find the answer to your question please see our FAQ's on our website:

<http://www.admin.cam.ac.uk/students/gradadmissions/prospec/faq/referee/index.html>

Or email us at:

Graduate.references@admin.cam.ac.uk

Receiving the Request and Logging In:

You should receive an email within 30 hours of the applicant submitting their online application form and payment which will grant you access to the online ERS. This email will contain the name of the applicant that has requested a reference from you and your login details.

The Email:

Please see an example of the email below:

Dear Professor X,

One or more applicants for graduate study at the University of Cambridge have nominated you as a referee. We would be grateful if you would log in to our secure Graduate References system and provide a reference for the applicant as soon as you can and at least within 14 days of the date of this email.

Applicants are instructed to notify referees prior to nominating them so if you have any queries regarding this request, or do not wish to act as a referee, we ask that you contact the applicant directly (you can access their email by logging in).

The details are:

Joe Bloggs

Mphil in Psychology

*Please use the following link to sign on:
(Please note that employees of the University of Cambridge will need to log out of Raven
before accessing the online reference system)*

<Link>

Your access details for the Graduate References website are:

Email: <address as provided by the applicant in their application>

Password: dghj3486DJ

The password is case-sensitive. Please enter it exactly as it appears above.

*The University of Cambridge,
Board of Graduate Studies.*

<http://www.admin.cam.ac.uk/offices/gradstud/prospec/faq/>

*Please be aware that we perform maintenance checks on the system every Tuesday and
Thursday morning from 7am to 9am UK time. During these periods you may experience
difficulty logging in, or find that the system runs slowly.*

** This email has been generated automatically, please do not reply **

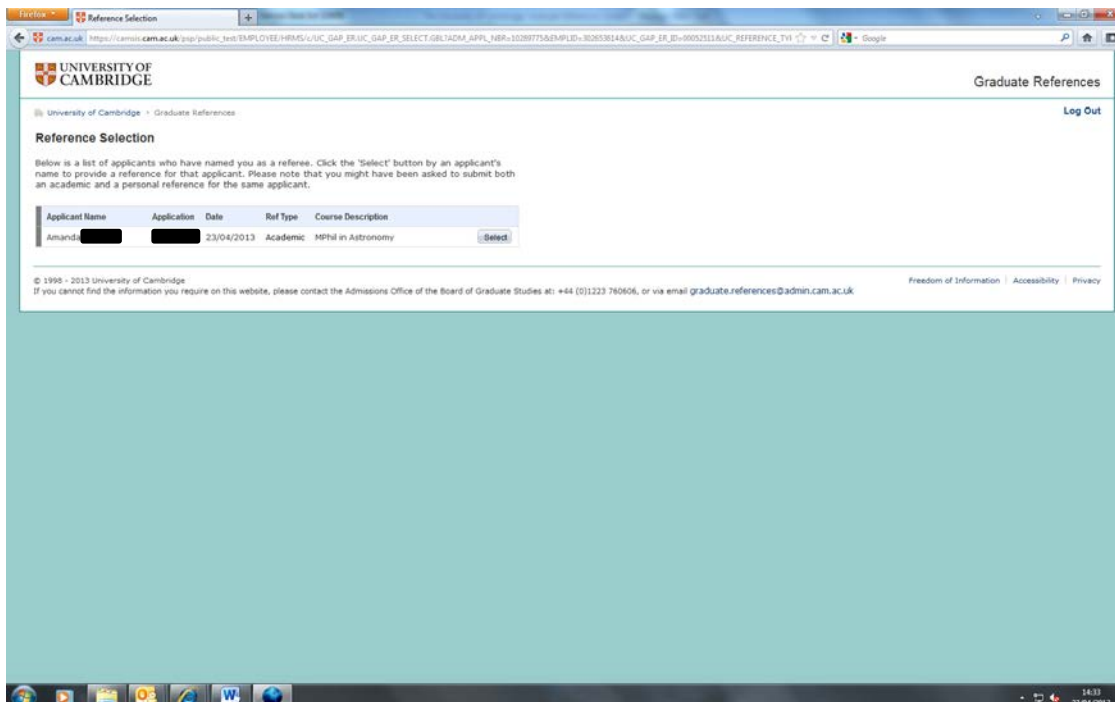
Reference Selection:

By clicking on the link in the email you will be taken to a login page. Please log in using the email address and password provided in the email.

Note: THE PASSWORD MAY NOT WORK IF COPIED AND PASTED. Please type this is manually to avoid delays.

Please be aware that if the email address you have used to log in is not an institutional email address (i.e. a gmail/yahoo address) you will be required to provide an original paper reference only if the applicant is made an offer of admission. Please see the instructions below on how to submit a [paper reference](#).

The next screen you will see will be:



The screenshot shows a web browser window with the URL https://cam.ac.uk/pip/public/text/EMPLOYEE/HRMS/c/UC_GAP_ER_UC_GAP_ER_SELECT.GBL?ADM_APPF_MBR=10289775&EMPLID=302653614&UC_GAP_ER_ID=0005211&UC_REFERENCE_TV11. The page is titled "Reference Selection" and includes a "Log Out" link. Below the title, there is a paragraph explaining the selection process. A table lists applicants with columns for Applicant Name, Application, Date, Ref Type, and Course Description. The table contains one entry for "Amari" with a date of "23/04/2013", Ref Type of "Academic", and Course Description of "MPhil in Astronomy". A "Select" button is next to the entry. At the bottom, there is a copyright notice for 1998-2013 University of Cambridge and contact information for the Admissions Office.

University of Cambridge Graduate References

Log Out

Reference Selection

Below is a list of applicants who have named you as a referee. Click the "Select" button by an applicant's name to provide a reference for that applicant. Please note that you might have been asked to submit both an academic and a personal reference for the same applicant.

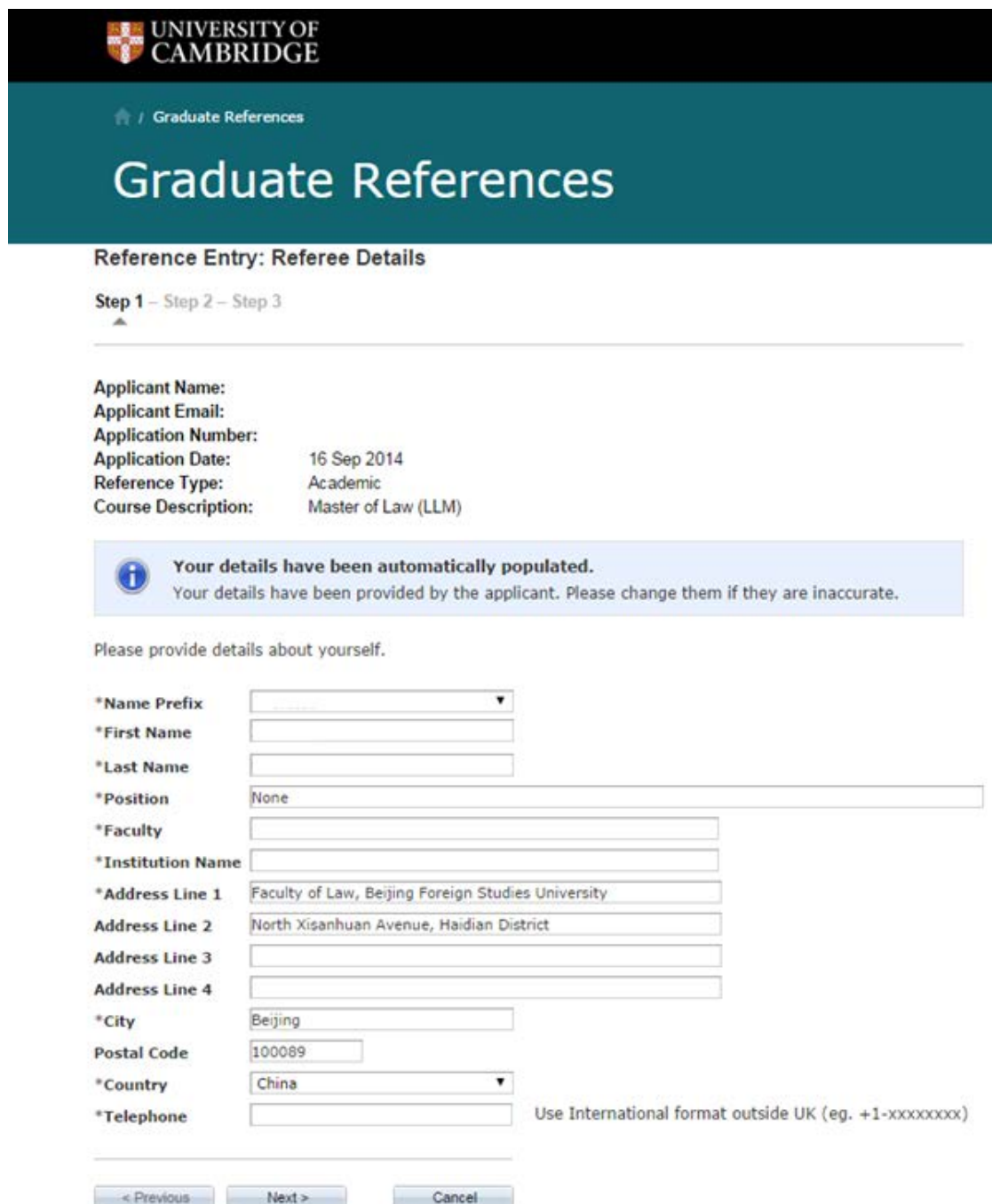
Applicant Name	Application	Date	Ref Type	Course Description	
Amari		23/04/2013	Academic	MPhil in Astronomy	Select

© 1998 - 2013 University of Cambridge
If you cannot find the information you require on this website, please contact the Admissions Office of the Board of Graduate Studies at: +44 (0)1223 760606, or via email graduate.references@admin.cam.ac.uk

Freedom of Information | Accessibility | Privacy

Please be aware that this page may contain the name of more than one applicant if multiple applicants have nominated you as a referee.

Please select the name of the applicant that you wish to provide a reference for.

Reference Entry:
Referee Details:


**UNIVERSITY OF
CAMBRIDGE**

Home / Graduate References

Graduate References

Reference Entry: Referee Details

Step 1 – Step 2 – Step 3

Applicant Name:
Applicant Email:
Application Number:
Application Date: 16 Sep 2014
Reference Type: Academic
Course Description: Master of Law (LLM)

Your details have been automatically populated.
Your details have been provided by the applicant. Please change them if they are inaccurate.

Please provide details about yourself.

*Name Prefix:

*First Name:

*Last Name:

*Position:

*Faculty:

*Institution Name:

*Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

*City:

Postal Code:

*Country:

*Telephone: Use International format outside UK (eg. +1-xxxxxxx)

< Previous Next > Cancel

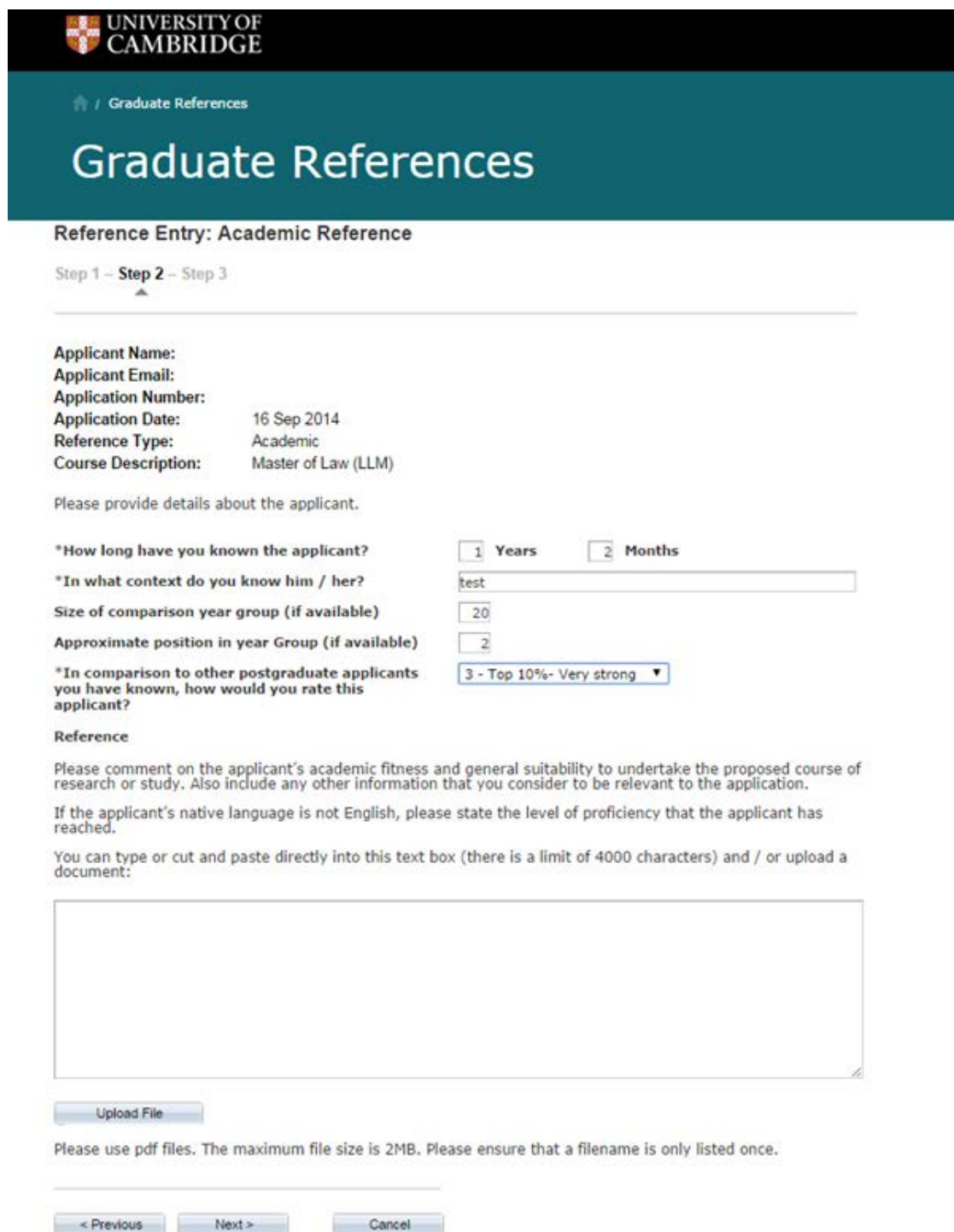
Once you have selected the candidate's name you will be transported to the reference entry section. This section lists the applicant's details in full, their name, email address, application number, application date, reference type (academic) and the course that they have applied for. You will be prompted to enter in your own details at this point.

If you are not an Academic within a Higher Education Institution:

Under the section 'Faculty' please enter your company name. Please also note that in the following section you **do not** need to supply information on the academic ranking of the applicant.

If you would prefer not to provide a reference for the selected applicant it is here that you can access their email address to inform them that you do not wish to provide a reference for them. You can simply copy and paste the email address into your own email server and press cancel on the page above to navigate out of the ERS.

Academic Reference:



UNIVERSITY OF CAMBRIDGE

Home / Graduate References

Graduate References

Reference Entry: Academic Reference

Step 1 – **Step 2** – Step 3

Applicant Name:
Applicant Email:
Application Number:
Application Date: 16 Sep 2014
Reference Type: Academic
Course Description: Master of Law (LLM)

Please provide details about the applicant.

*How long have you known the applicant? Years Months

*In what context do you know him / her?

Size of comparison year group (if available)

Approximate position in year Group (if available)

*In comparison to other postgraduate applicants you have known, how would you rate this applicant?

Reference

Please comment on the applicant's academic fitness and general suitability to undertake the proposed course of research or study. Also include any other information that you consider to be relevant to the application.

If the applicant's native language is not English, please state the level of proficiency that the applicant has reached.

You can type or cut and paste directly into this text box (there is a limit of 4000 characters) and / or upload a document:

Please use pdf files. The maximum file size is 2MB. Please ensure that a filename is only listed once.

The above screen will ask for the academic reference.

You will be asked to rate the applicants academic performance against their peers that you have known. This is a drop-down menu so please select the most appropriate option.

Please note: all files must be in pdf format for the upload to work with a maximum file size of 2MB.

You will now have the option of either cutting and pasting a reference directly into the free-text box available or uploading a pre-written reference using the 'Upload File' button.

If you are uploading a document please ensure that the file upload name does not contain any non-English characters as this will create issues when uploading to our system.

Please note: if you are typing the reference directly in to the free text box please be sure to save regularly otherwise the system will time out and you may lose what you have written.

Once you have uploaded the file it will appear at the bottom of the screen and you will receive a success notification.



File successfully uploaded: Triaster_PDF_Test.pdf

If you do not enter a reference into the free text box, do not upload a reference or if you have attempted to upload a reference that is not in pdf format or exceeds the maximum file size you will receive an error notification (see below).



File Upload Error: Invalid File Extension. Allowed File Extensions (pdf).


The file you have uploaded has an invalid file extension. Only certain file extensions are supported within the current File Group. Select an appropriate file (with a valid extension), and try again. Nb. Filenames generally comprise of two parts, a name and an extension. For further information regarding file extensions, see: http://en.wikipedia.org/wiki/Filename_extension


Data Protection and Declaration:

The final section of the ERS is to 'sign' the reference and indicate that you understand the use of the reference in line with the Data Protection Act.

Please note, once the reference is submitted you will no longer have access to the ERS to update or change any information you may have provided.

Please tick the necessary boxes, enter your name in the signature box and click 'Finish'.

 **UNIVERSITY OF
CAMBRIDGE**

 / Graduate References

Graduate References

Reference Entry: Data Protection and Declaration

Step 1 – Step 2 – **Step 3**

Applicant Name:
Applicant Email:
Application Number:
Application Date: 16 Sep 2014
Reference Type: Academic
Course Description: Master of Law (LLM)

Please complete the Data Protection and Declaration sections, then click the 'Finish' button.

Data Protection Act (1998)

Under the Data Protection Act (UK), the person named above would normally have access to the information provided in this reference if requesting it from the receiving organisation (ie the University of Cambridge). The organisation providing the reference (ie the referee) is exempt under the Data Protection Act but the organisation receiving the reference (ie University of Cambridge) is not. If there are strong reasons for protecting confidentiality (risk to referee, etc) please email these reasons to graduate.references@admin.cam.ac.uk

☐ I accept that my reference will be treated in accordance with the Data Protection Act (1998)

Declaration

☐ I confirm that all the information I have provided is accurate, to the best of my knowledge, and I understand that the University of Cambridge may refuse admission if it discovers that any information has been falsified or is inaccurate.

Referee's Signature (please type your full name here)	Signature Date
<input type="text"/>	22/10/2014

Trouble Shooting and Error Messages:

The majority of queries can be resolved by looking at our Referee FAQ pages:

<http://www.admin.cam.ac.uk/students/gradadmissions/prospec/faq/referee/index.html>

However please find below some further queries that you may come across.

- **Error message: "You are not authorized for this page" or "Switch Failed". What do I do?**

You should always log out of any accounts before logging in to the Graduate References website. To rectify the problem you should clear your cache and cookies on your browser. Please see the browser's help menu for information on how to do this.

- **I am trying to log in but nothing happens, what do I do?**

You should always log out of any accounts before logging in to the Graduate References website. To rectify the problem you should clear your cache and cookies on your browser. Please see the browser's help menu for information on how to do this. If the problem persists, try using a different web browser or a different computer.

- **I am a retired academic and no longer work at/have contact with the institution. How should I complete the reference?**

If you have retired from the institution please send your reference by post [on paper](#) and indicate in the reference that you are a retired academic from (Name of) University. This will allow us to verify this information at a later stage. We suggest that you try to obtain letterhead paper from your past University or if you can't you must provide a business card stapled or securely fastened to the paper reference. Please do not photocopy the reference as this will be considered not original and you will be asked to provide another original reference.

- **What should I include in the reference?**

Please comment on the applicant's;

- Academic fitness and general suitability to undertake the proposed course of research or study, in relation to the qualification sought.
- Include any other information which you think is relevant to the application.
- If the applicant's native language is not English, please comment on the applicant's level of fluency and proficiency, particularly in the context of their academic work, if known.
- If the applicant is intending to study part-time, please include a statement about his/her ability to manage different responsibilities simultaneously.

Submitting a Paper Reference:

If you do not have an institution email address for your reference, or you are unable to use the Electronic Reference System please follow the steps below:

- The applicant should complete Part I of the Academic Reference instruction form below as required and provide you with a coversheet downloaded from their self-service account.
- You must then send by post the following three items as a package to the address below
 - (1) The reference on headed notepaper with an original signature (we cannot accept electronic or scanned signatures),
 - (2) The accompanying form below,
 - (3) The cover sheet from the applicant's self-service account,
 - (4) Sign your signature across the opening/seal of the envelope.
- Please note that if the form and cover sheet is not included with the reference we may have trouble matching it with the applicants application.
- [Academic Reference Instruction Form](#)

- [Personal Reference Instruction Form](#)

Address:**Sent by post and courier:**

Graduate Admissions Office
University of Cambridge
17 Mill Lane
Cambridge
CB2 1RX