

Guidance for referees providing supporting statements for the University of Manchester Advance HE Fellowship Scheme

What is the University of Manchester Advance HE Fellowship Scheme?

The [University of Manchester Advance HE Fellowship Scheme](#) is a professional development scheme that supports staff and students who teach and/or support learning on University programmes to evidence their practice in higher education teaching and/or supporting learning.

It is an opportunity for staff and students who teach and/or support learning at the University to receive a formal, internationally recognised qualification in the form of Advance HE fellowship.

What is a supporting statement and who can provide it?

The purpose of a supporting statement is to corroborate and support an individual's application for Advance HE fellowship.

Each supporting statement must be unique and be written from first-hand experience of the applicant's teaching and/or support for learning. Supporting statements can be from a senior colleague, line manager/supervisor or peer.

As a referee/someone providing a supporting statement, you should be from someone who has an awareness or understanding of the applicants teaching and learning practice. You do not need to hold an Advance HE fellowship yourself but should have an awareness of the [Professional Standards Framework, 2023](#) (PSF) (opens in new window).

What do I need to include in the supporting statement?

Supporting statements must be provided on the supporting statement template. The applicant for whom you are providing a supporting statement should provide this to you. There is a template for each of the four fellowship categories. Please complete the appropriate template.

The supporting statement should authenticate that the evidence included in the individual's application is reflective of his/her/their own practice and should support the application for Advance HE fellowship at the relevant Descriptor.

In the supporting statement, you should include:

- Supporting statements that authenticates the practice referenced in the application.
- Evidence as to how the applicant meets the relevant Descriptor
- Reference the PSF dimensions / descriptors of which you have direct experience in relation to the individual's own practice.

The applicant should have provided you with a copy of their application to help you write the supporting statement.

You should complete all the sections of the supporting statement template, and sign and date the completed form before returning it to the applicant. The applicant should include your supporting statement with the rest of the required documents when they submit their Advance HE fellowship application.

Supporting statement templates

To download the appropriate supporting statement template, please use the hyperlinks below:

- [Supporting statement template – Associate Fellow / Descriptor 1](#)
- [Supporting statement template – Fellow / Descriptor 2](#)
- [Supporting statement template – Senior Fellow / Descriptor 3](#)
- [Supporting statement template – Principal Fellow / Descriptor 4](#)

Further information

If you have any queries or require any further guidance about providing a supporting statement for an individual applying for Advance HE fellowship, please contact the Institute of Teaching and Learning: teaching.learning@manchester.ac.uk.