PARTNERS PROGRAMME – NEWCASTLE UNIVERSITY – Referee Guidance

The Referee Portal

Accessing your Account

The first time you are selected as an application referee, an email will be automatically sent inviting you to set up a portal account. Automatic emails are sent from noreply@heat.ac.uk.

You can also log in yourself at https://referee.heat.ac.uk/

Resetting Your Password

If you have forgotten your password, this can be reset by clicking on 'Forgot password' on the Referee Portal login page: https://referee.heat.ac.uk/

Updating Preferences

Once logged in, you can change your password, edit your email address, and update marketing communications. If you are a referee for more than one organisation, you can manage your preferences in relation to each organisation. You can see which organisation you are amending your settings for beside 'Institution Group' near the top of the Privacy tab.

If you or another school or college staff member would like to request to be added as a referee, please contact the organisation which is managing the activities.

Account Assistance

If you do not receive a Welcome email, or have any account issues, contact the PARTNERS Team. They can assist with all account, application or portal access issues.

Filtering Applications

When you first log in to the Referee Portal, you will be taken to the Applications page. This automatically displays applications awaiting a decision of Verified or Not Verified. If no records appear in the bottom half of the screen, you have no applications to review. If you do have records to review, open the application to either Verify or Not Verify the information. The Reviewing Applications section describes how to do this.

Filters are available to search applications by name, date and whether it has been verified. To view and select a filter, click on 'Show filters' underneath the search box or enter a colon followed by the name of the filter, e.g. ':lastname'. You can filter applications by date in several ways:

- search for a specific date using dd/mm/yyyy
- search for applications before or after a specified date, for example, <23/01/2022 or >=23/02/2022

- search for applications by current day, week or month using "Day", "Week", or "Month"

Reviewing Applications

Referees are requested to verify whether the information within each application is a fair representation. Additionally, a referee is invited to leave specific comments to support the application. Each application has one or several pages of information, the content will depend upon the Programme, but the Referee page is always available. This is where verification takes place. The organisation coordinating the programme may have provided information and guidance above the 'Verified' field:

If you select 'Not Verified', please select a reason for not verifying the application:

If application details are incorrect, you can contact the PARTNERS team who can amend these for you rather than submitting another application. Contact the PARTNERS team at partners@ncl.ac.uk or call us on 0191 208 6094.

Comments can be added in the Referee Notes field. Once you have made your selection, click 'Submit Reference' to confirm your decision. You will receive an email to confirm that your decision has been submitted successfully. The applicant may also receive an email, if the organisation coordinating the programme has enabled this setting. This will update the applicant and invite them to select a new referee.

Submitted References

The PARTNERS Team will be able to see your submitted applications and can continue to process the application accordingly. Once a reference has been submitted, referees cannot

make further edits to the application on the portal. If an error has been made, you can contact the Programme organiser, who can take necessary steps to correct the mistake.