Referee Form

In support of research program admission and/or scholarship application

Important information for referees

**Please email the completed form:** **Admissions@anu.edu.au**

The applicant has named you as a referee in support of an application for admission to a research program and/or scholarship at this University. To assist the selection committee in considering the application we would like to have your views on the applicants’ suitability for admission/scholarships. The Committee is particularly interested in your opinion of your opinion of qualifications, experience and where appropriate, research ability or promise of the applicant. Please complete the brief questionnaire below and provide a statement as requested on page 2 of this form. Your report is received on a confidential basis, although in accordance with the Freedom of Information Act, précis of your report can be made available to the applicant on request.

|  |
| --- |
| 1. APPLICANT’S DETAILS – please obtain relevant details from the applicant so you can complete this section |
| Family name:       | Other names:       |
| Date of birth:       | Graduate Research field:       |
| Email:       | Telephone:       |

|  |
| --- |
| 2. REFEREE’S DETAILS – please complete the questions below |
| Family name:       | Other names:       |
| Date of birth:       | Position/university:       |
| Email:       | Telephone:       |

SECTION 1 – this section is only relevant to academic referees

1. In the following question you are asked to consider as a comparison group candidates for admission to the graduate level at which the applicant is applying to study, whom, you have taught or supervised in recent years. Do not include undergraduate students who are not acceptable for further study at this level.

How many students constitute the comparison group (approximate)?       years?

How would you rank the applicant in this group?

[ ]  Absolute best [ ]  upper 5% [ ]  upper 10% [ ]  upper 25% [ ]  upper 50% [ ]  lower 50%

2. If the applicant is currently undertaking a degree program at your institution, what do you anticipate the result will be?

Place a mark at the appropriate point in the continuous scale, whether for an Honours degree for another program. Please specify the program.

**Program**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| University Medalist | Strong1st Class Hons | ClearH1 | BorderlineH1/H2A | Honours 2A(Upper 2nd) | Honours 2A(Lower 2nd) |  |
| OUTSTANDING [ ]  |  | A+ [ ]  | VERY GOOD [ ]  | GOOD [ ]  | A [ ]  |  B [ ]  | FAIL [ ]   |

SECTION 2

1. How would you rate the applicant against the following qualities?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Excellent | Very good | Good | Fair | Weak | Not observed |
| Ability to organise and express ideas | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Critical and analytical ability | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Initiative and motivation | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Perseverance in pursuing aim | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Ability to plan and complete work | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Technical competence in proposed field | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Intellectual creativity | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Capacity to work without close supervision | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Ability to write coherent English | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

|  |
| --- |
| 3. Referee’s statement – please complete |
| Please specify in your report how long you have known the candidate and in what capacity.Write candidly about the applicant’s qualifications and suitability to undertake the proposed program, elaborate when appropriate on the qualities listed in section2 of this form. In describing such attributes as motivation, intellect and maturity, specific examples are more useful than generalisations. |
|       |