

Academic Referee Report Form for Graduate Research Degrees at The University of Melbourne



THE UNIVERSITY OF
MELBOURNE

A. ADVICE TO APPLICANTS AND REFEREES

Referee report forms are critical in assessing applications for admission to graduate research degree programs at the University of Melbourne (UoM) and for determining scholarship awards.

Applicants should select referees who are available to comment on their academic performance in all components of the program that they have most recently undertaken at a university. This academic program should be relevant to their proposed graduate research degree at the UoM.

Refer to the Application for Admission to Graduate Research Degree Candidature and Scholarship form to ascertain if, and how many, Referee Report forms must be provided. Additional copies of this Referee Report form can be obtained from: <http://go.unimelb.edu.au/c3j>.

Referees should provide actual numeric marks (eg 82% or 3.4 out of 4.0) wherever possible. Applicants may be disadvantaged if these marks, and any other requested information, are not provided.

At the UoM academic programs are sometimes called 'courses'. Academic programs normally entail the completion of a number of subjects or components. At other universities, subjects may be referred to as 'courses' or 'units'.

The UoM normally awards a letter grade and numeric mark for each subject and often awards an overall mark for the academic program. The UoM's current grading system is shown below:

Letter Grade	Description	% Range
H1	First Class Honours	80 - 100
H2A	Second Class Honours Division A	75 - 79
H2B	Second Class Honours Division B	70 - 74
H3	Third Class Honours	65 - 69
P	Pass	50 - 64
N	Fail	0 - 49

Please complete this form and return it directly to the University. Failure to submit this form by scholarships closing dates (if applicable) may have adverse consequences for the applicant. For closing dates, please visit the Melbourne Scholarships Office website: <http://go.unimelb.edu.au/3kj>.

B. APPLICANT DETAILS *(to be completed by the applicant)*

Title Ms Mrs Miss Mr Other, please specify:

Family name

Given name(s)

Middle initial

Address

Email

Proposed degree, Graduate School and discipline of study at the UoM
(PhD, Humanities & Social Sciences,

History)

C. REFEREE'S COMMENTS *(to be completed by the referee)*

Please read Section A 'Advice to applicants and referees' for information about the purpose of the report and the terminology used.

C.1 Information about the academic program on which you are commenting

University *(eg Oxford university)*:

Year/s when the applicant was enrolled in the program *(eg 2009-2011)*:

Number of year/s of full-time study normally required to complete the program *(eg 1.5 years)*:

What proportion of the academic program entailed completion of an independent research project: %

What is the highest honour or grade range awarded for this program? †
(eg First Class Honours with Distinction, H1, High Distinction, A)

What is the minimum numeric mark for this highest grade range? †

† As shown in Section A, at the UoM First Class Honours (H1) is the highest grade for which 80% is the minimum mark

Please describe your contact with the applicant *(eg I supervised the research project that the applicant completed in 2011)*

C.2 Applicant's performance in the above-mentioned academic program

Please comment on the applicant's overall performance in the academic components of the program.

1. In the final class of _____ students, this student was placed:

(eg placed 10 out of the 210 students enrolled in the academic program)

2. What is the final numeric mark and grade or honour that the applicant achieved for the academic program?:

Numeric mark *(eg 82 % or a GPA of 3.4 out of 4.0)*:

Grade or honour *(eg A, H1, High Distinction with Honours)*:

3. If there was an independent research component...

...what did this component entail?
(eg completion of a 40,000 word thesis in the final year):

... how was this component assessed?
(eg two external examiners rated the thesis as follows):

... what numeric mark and grade did the applicant obtain for this component?

Numeric mark (eg 82 % or a GPA of 3.4 out of 4.0):

Grade or honour (eg A, H1, High Distinction with Honours):

4. Please indicate below your appraisal of the applicant in terms of the attributes listed below. Please rate the applicant in comparison to other students that you know who have undertaken graduate research.

Attribute	Exceptional ‡	Percentile ranking of student compared to their cohort								Unable to judge
		100	90	80	70	60	50	40	30	
Knowledge of field or discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imagination and creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisational ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persistence and maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

‡ Indicate only if this is one of the best students you have ever taught

5. What are the applicant's greatest academic strengths and how does the applicant compare with other students who have undertaken graduate studies?

6. Please add any other comments that you may wish to make *(please attach another sheet if required)*

7. In summary, how strongly do you recommend the applicant for graduate research studies?

Strongly recommended
 Recommended
 Not recommended

D. REFEREE'S DETAILS

Title	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Mr	<input type="checkbox"/> Other, please specify:
Name					
Name of the University					
University website					
Department					
Email address (<i>University email preferred</i>):					
Postal address					
Phone				Facsimile	
Referee's signature				Date (<i>dd/mm/yy</i>)	

SUBMISSION INSTRUCTIONS

Please return this completed referee report by hand or post, fax or email as indicated below.

Please do so by the relevant scholarships closing date, or the next working day if the deadline falls on a weekend. For closing dates, please visit the Melbourne Scholarships Office website: <http://go.unimelb.edu.au/3kj>.

The applicant may also submit this report with his/her application so long as it is in a sealed envelope with your signature across the seal.

Thank you for your assistance.

Post or hand delivery	Graduate Research Degree Admissions The John Smyth Building, Swanston Street The University of Melbourne Victoria 3010 Australia
Facsimile	+ 61 3 9347 9062
Email	Grad-Research_Referee@unimelb.edu.au
Office opening hours	Monday – Friday 9.00am – 5.00pm