

Academic Referee Report Form

for Graduate Research Degrees at the University of Melbourne



THE UNIVERSITY OF
MELBOURNE

A. ADVICE TO REFEREES

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

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.

Please note: 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 (equivalent to GPA of 3.4/4)	80 – 100
H2A	Second Class Honours Division A (equivalent to GPA of 3.25/4)	75 – 79
H2B	Second Class Honours Division B (equivalent to GPA of 3.05/4)	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.

Closing dates for major scholarships are **31 October and 31 May**.

For more details on closing dates, please visit the Melbourne Scholarships website:


 go.unimelb.edu.au/3kj

B. APPLICANT DETAILS (TO BE COMPLETED BY THE APPLICANT)

Title	<input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> Other (please specify):		
Family name		Given names	
Date of birth (dd/mm/yyyy)		Student ID (if known)	
Address			
Email			
Proposed degree at the University of Melbourne:			
Proposed Graduate School			
Proposed discipline of study (e.g. PhD, Humanities & Social Sciences, History)			

PRIVACY STATEMENT

The information you provide will be used by authorised staff for the purpose for which it was collected and will be protected against unauthorised access and use. The University has a detailed **Privacy Policy** at:

 unimelb.edu.au/unisec/privacy

You can contact the Privacy Officer with any questions about how the University deals with personal information.

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C. REFEREE'S COMMENTS (TO BE COMPLETED BY THE REFEREE)

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

Name of academic program and University (e.g. BA, Oxford university):	
Year/s when the applicant was enrolled in the program (e.g. 2009–2011):	
Number of year/s of full-time study normally required to complete the program (e.g. 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? † (e.g. First Class Honours with Distinction, H1, High Distinction, A)	
What is the minimum numeric mark for this highest grade range? †	
What is the numeric pass mark for this program?	

† 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 (e.g. 'I supervised the research project that the applicant completed in 2013')

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

1. In the final class of		students, this student was placed:	
(e.g. 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 (e.g. 82 % or a GPA of 3.4 out of 4.0)			
Grade or honour (e.g. A, H1, High Distinction with Honours)			
3. If there was an independent research component...			
...what did this component entail? (e.g. completion of a 40,000 word thesis in the final year)			
...how was this component assessed? (e.g. two external examiners rated the thesis as follows)			
...what numeric mark and grade did the applicant obtain for this component?			
Numeric mark (e.g. 82 % or a GPA of 3.4 out of 4.0)			
Grade or honour (e.g. A, H1, High Distinction with Honours)			

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4. Please appraise the applicant on the attributes below. Please rate the applicant in comparison to other students that you know who have undertaken graduate research.

Attribute	Percentile ranking of student compared to their cohort					Unable to judge
	Top 1%	Top 5%	Top 10%	Top 20%	Outside top 20%	
Knowledge of field or discipline						
Critical thinking						
Analytical thinking						
Imagination and creativity						
Written communication						
Organisational ability						
Persistence and maturity						
Research potential						

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

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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 (University email preferred)	
Postal address	
Phone	
Facsimile	

Referee's signature		Date (dd/mm/yyyy)	
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Note: Referees may type their name in this field, in the absence of a handwritten or digital signature

SUBMISSION INSTRUCTIONS

Please return this completed referee report by hand, post, 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 website:

 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.

Email:	 GR-referee@unimelb.edu.au (Please add this email address to your safe senders list)	
Post or hand delivery:	Graduate Research Degree Admissions Information Centre, Richard Berry Bldg Gate 3, Swanston Street The University of Melbourne Victoria 3010 Australia	Office opening hours: Monday – Friday 9.00am – 5.00pm