

Employer 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. Additional copies of this Referee Report form can be obtained from:

 go.unimelb.edu.au/c3j

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 website:

 go.unimelb.edu.au/3kj

The closing dates for major scholarships are **31 October** and **31 May**.

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)			


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

1. Employee's Role and Responsibilities

Applicant's job title			
Company / Agency / Organisation			
Nature of employment	<input type="checkbox"/> Full-time		
	<input type="checkbox"/> Part-time	Specify time-fraction:	
	<input type="checkbox"/> Casual	Specify time-fraction:	
Period of employment (dd/mm/yyyy)	from:		to:

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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Job description	
Please describe your contact with the applicant	

2. Employee's Research Responsibilities

Has the applicant undertaken any research for your organisation?

Yes No

If yes, what percentage of the applicant's role involved undertaking research?

Greater than 80%

50% - 80%

20% - 49%

Greater than 80%

Less than 20%

3. Employee's Preparation

Please describe the applicant's performance with particular reference to any research undertaken, leadership roles or professional experience providing preparation for a graduate research degree (attach another sheet if required):

4. Please indicate below your appraisal of the applicant in terms of the attributes listed below.

Attribute	Very Good	Good	Average	Below Average	Poor	Unable to judge
Critical & analytical thinking						
Imagination and creativity						
Written communication						
Organisational ability						
Persistence and maturity						

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

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	
Company / Agency / Organisation	
Job title	
Job description	
Email address	
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