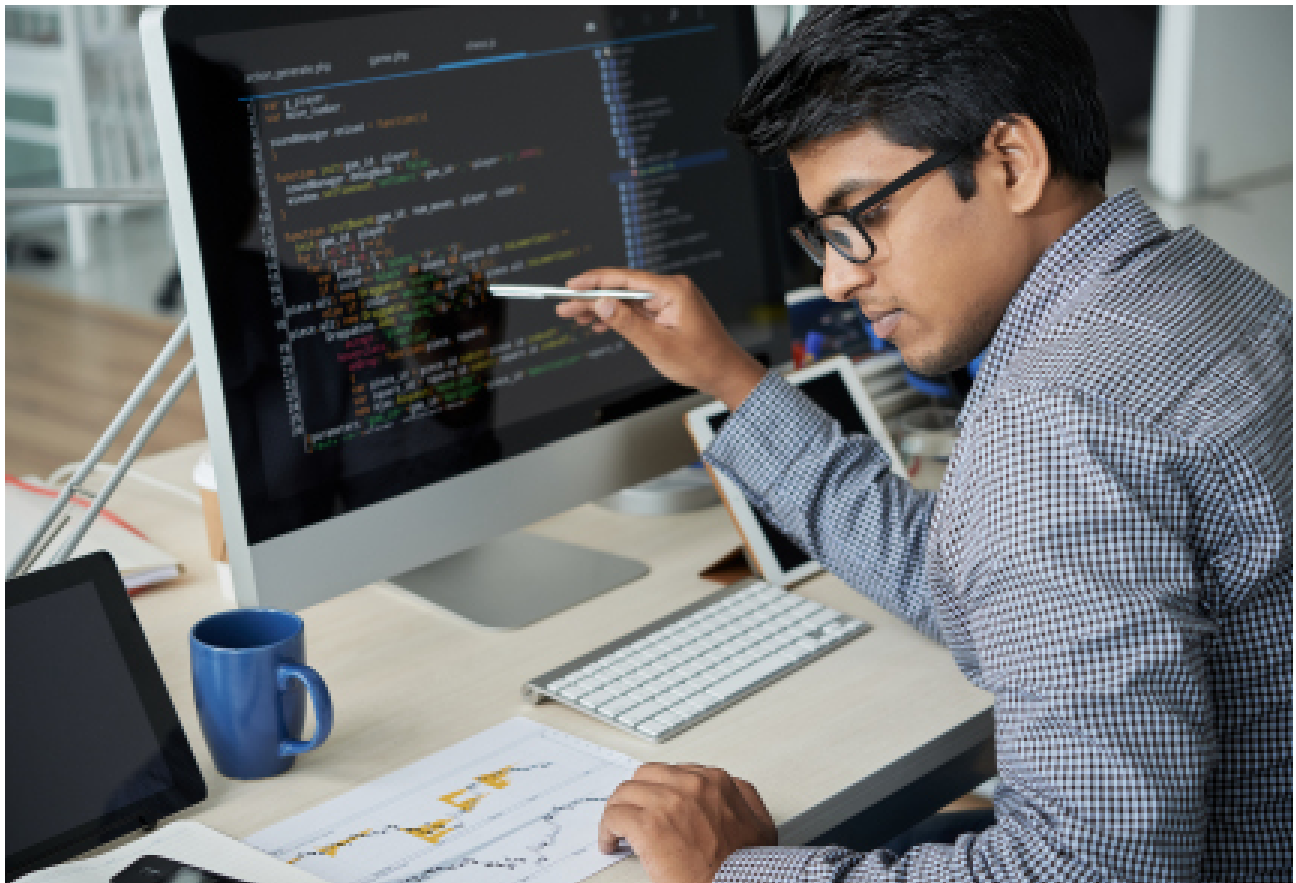


# Guidance to Referees



## Guidance to Referees

The Reliance Foundation scholarship in Artificial Intelligence (AI) and Computer Sciences aims to empower talented Indian youth and seeks to build a community of new scholars who will become India's global leaders of tomorrow. The time is ripe, and the tools are ready to make India a world leader in Artificial Intelligence, and to make new technologies work for all Indians. India has the unique advantage to harness enormous capital for AI driven development, which is bottom up and inclusive, because of our twin strengths of demographics and democracy. Talent will be central to helping achieve this vision and through the Reliance Foundation scholarship, we aspire to support the most exceptional undergraduate and postgraduate scholars working in the fields of Artificial Intelligence and Computer Sciences with the highest potential to become India's global future leaders, uniquely positioned to sit at the forefront of India's technology driven growth.

Please find some guidance and information below on submitting references for scholarship applicants. You may learn more about the Reliance Foundation Scholarships through our website: [www.scholarships.reliancefoundation.org](http://www.scholarships.reliancefoundation.org).

### 1.1 Short Questions

For these questions we request you to provide concise and accurate responses. We are looking for a few descriptive words (up to 5) that best describe the applicant's strengths, and your top reasons (up to 3) for recommending the applicant for this scholarship (up to 3).

Regarding the applicant's strengths these could be a mix of qualities or attributes to describe their academic, professional, character, personality and

leadership achievements/ skills/ potential.

Regarding the reasons for your recommending the applicant for this scholarship, these could be based on academic excellence, professional competence, potential for leadership and contribution to society, challenges faced if any, or any other reason which you believe makes the candidate a good fit for this opportunity.

### 2.1 Academic reference letter

If you are primarily acquainted with the applicant through a teacher/student relationship, it is expected that your appraisal will concentrate on the academic quality and potential of the applicant, although your assessment of other qualities will be evaluated by a group of expert panelists appointed by Reliance Foundation (the "Selection Committee").

### 2.2 Character reference letter

If, on the other hand, you are better acquainted with the applicant through non-academic interests, it is expected that your appraisal will focus on an assessment of the character and non-academic qualities of the applicant, with the knowledge that the Selection Committee is looking for scholars who show potential promise of outstanding achievement and leadership in later life.

Please provide a well-rounded account of the individual – the Selection Committee may question appraisals that imply a given individual has no faults. Your account will, of course, be treated as strictly confidential by the Selection Committee. All letters of reference for applicants should be addressed to the Selection Committee.

### 3.1 Scholarship Values

The Reliance Foundation Scholarship in Artificial Intelligence and Computer Sciences is looking for

scholars who embody the following values. Within your reference letter, please consider and comment on the extent to which the applicant embodies these values.

- **Excellence:** Scholars who are committed to excellence, in spirit and action, in everything they pursue, both academic and non-academic. Scholars who have a mindset of giving their best, seeking new and better ways to approach challenges and continually work to improve themselves.
- **Leadership Potential:** Scholars who have the potential and ambition to become India's and the World's Leaders of Tomorrow.
- **Integrity:** Scholars who strive to be honest and forthright. They take accountability and responsibility for their actions, decisions, and behavior.
- **Community Commitment:** Scholars who show a moral force of character and instinct to lead in their communities for the advancement of society. Scholars who have a commitment to work for social good and give back to society.
- **Growth Mindset:** Embodying Reliance's spirit that "Growth is Life" we are looking for scholars that dream big and have an ever-evolving spirit. They possess a love of learning and continually striving to develop and improve themselves and support others to do the same.
- **Courage:** Scholars who are resilient, patient, and tenacious. Students who embrace challenges with passion and conviction as opportunities to grow.

#### 4.1 Reference Letter Format

You may enter your reference letter into the text box directly, or upload the letter in PDF format.

#### 4.2 Process

You will receive an auto-generated email requesting the reference, which will contain instructions for completing and submitting your letter. All letters

of reference should be uploaded onto the online application system by the reference letter deadline, i.e. 11.59pm IST on Sunday the **21st March 2021**. Any references not received by the deadline will render the candidate's application incomplete, and the candidate will not be considered in the selection process. We will not allow exceptions to this rule.

As well as uploading your reference letter, you will be asked to complete some basic information about yourself and your relationship to the applicant, as well as completing your responses to a few short questions about the applicant. All questions are required to be completed. References are confidential and will not be shared with applicants at any point.

Please ensure that you press submit once you have completed the form. Once you submit the reference both you and the applicant will receive an automated email to confirm receipt.

#### 5.1 Guidelines

It is important that you follow all these guidelines for reference completion and submission.

- The application is supported by most browsers. However, we highly recommend that you use a current version of Google Chrome, which supports Windows, Mac, and Linux platforms, while completing and submitting the application form.
- The changes you make to the application form can be saved to enable you to leave the application and return to finish it at a later stage. Make sure that you press the "save" icon after every section to ensure that your work is saved.
- Your email address is your user name. When you create an account for the online application, record your password in a secure place. If necessary, you can reset your password by clicking the 'Forgot

Your Password' button on the log-in page.

- Do not use special characters as part of your password, such as letters with accent marks.
- You can copy and paste information into all text boxes.
- When all questions are answered, submit your reference. Once you submit you CANNOT make changes to your reference.
- The Reliance Foundation Scholarship in Artificial Intelligence and Computer Sciences requires all referees to submit their references online. References must be electronically submitted by the reference letter deadline, i.e. 11.59pm IST

on Sunday the **21st March 2021**. We strongly recommend that you do not wait until the deadline day to submit the reference. Technical difficulties will not be grounds for an extension.

- Please note that by submitting a reference letter you are agreeing to Reliance Foundation contacting you in relation to the reference letter and the contents thereof.

You can learn more about the Reliance Foundation Scholarships on: [www.scholarships.reliancefoundation.org](http://www.scholarships.reliancefoundation.org).