

Employer Referee Report Form

for Graduate Research Degrees at 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 by email to Grad-research_Referee@unimelb.edu.au. 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

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 University of Melbourne is committed to protecting personal information provided by you in accordance with the Privacy and Data Protection Act 2014 (Vic). All information collected by the University is governed by the University's Privacy Policy. For further information about how the University deals with personal information, please refer to the University's Privacy Policy or contact the University's Privacy Officer at privacy-officer@unimelb.edu.au.

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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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what percentage of the applicant's role involved undertaking research?	<input type="checkbox"/> Greater than 80%
	<input type="checkbox"/> 50% - 80%
	<input type="checkbox"/> 20% - 49%
	<input type="checkbox"/> Greater than 80%
	<input type="checkbox"/> 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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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

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Email	 Grad-research_Referee@unimelb.edu.au (Please add this email address to your safe senders list)
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