



SWINBURNE UNIVERSITY OF TECHNOLOGY

REFEREE REPORT FORM FOR HIGHER DEGREE BY RESEARCH STUDIES

A: APPLICANT'S DETAILS

Student Surname or Family Name: _____

Student Given Name(s): _____

Proposed Program of Study and Faculty: _____

(e.g. Doctor of Philosophy, Faculty of Design)

B: ADVICE TO APPLICANTS AND REFEREES

The referees' reports are used as an important part of the assessment process for applications for candidature and scholarship at Swinburne University.

Referees should be chosen for their knowledge of the applicant's research potential. For example, the referee may be the supervisor of the student's Honours project, or someone with whom the applicant has worked on a research project.

An explanatory note may be attached to the application form if there is any difficulty in nominating two suitable referees.

C: REFEREE'S COMMENTS

Referee's Title: Prof Assoc Prof Dr Mr Ms Other

Family name: _____

Given Names: _____

Name of University/Place of Employment: _____

Department: _____

Email Address: _____

Referee's Signature: _____

Date: _____

C1: Information about the academic program upon which you are commenting.

Name of academic program (eg Bachelor of Science): _____

Number of years of full time study normally required for completion of the program? _____

Did this program involve the completion of an independent research project? Yes No

If yes, roughly what percentage of the degree was the research project? _____

What is the highest honour or grade range awarded for this program?
(eg, First class honours with distinction, H1, High Distinction, etc)

What is the minimum numeric grade required for award of this highest grade?

Please describe your contact with the applicant (eg, supervision of research project):

C2: The applicant's performance in the above-mentioned academic program

Where relevant, please comment on the applicant's overall performance in the academic components of the program.

In the final graduating class of _____ students, this student was placed _____
(e.g. placed 10 out of the 210 students enrolled in the academic program)

What is the final numeric mark and grade of 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):

If there was an independent research component, please explain:

➡ What this component involved (e.g. completion of a 40,000 word thesis in the final year)

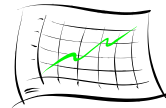
➡ How this component was assessed (e.g. two external examiners rated the thesis as follows)

➡ 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):

Please indicate below your appraisal of the applicant in terms of the attributes or qualities listed below. Please rate the applicant in comparison to other students who have undertaken graduate research. For each attribute please either place an X in one of the boxes or somewhere along the number line.



ATTRIBUTE	Unable to judge	Percentile ranking of student compared to their cohort									Exceptional Student (See note)
		30	40	50	60	70	80	90	100		
Knowledge of the field of discipline	<input type="checkbox"/>	----- ----- ----- ----- ----- ----- ----- ----- -----									<input type="checkbox"/>
Critical thinking	<input type="checkbox"/>	----- ----- ----- ----- ----- ----- ----- ----- -----									<input type="checkbox"/>
Analytical thinking	<input type="checkbox"/>	----- ----- ----- ----- ----- ----- ----- ----- -----									<input type="checkbox"/>
Initiative	<input type="checkbox"/>	----- ----- ----- ----- ----- ----- ----- ----- -----									<input type="checkbox"/>
Imagination & creativity	<input type="checkbox"/>	----- ----- ----- ----- ----- ----- ----- ----- -----									<input type="checkbox"/>
Written communication	<input type="checkbox"/>	----- ----- ----- ----- ----- ----- ----- ----- -----									<input type="checkbox"/>
Ability to communicate	<input type="checkbox"/>	----- ----- ----- ----- ----- ----- ----- ----- -----									<input type="checkbox"/>
Organisational ability	<input type="checkbox"/>	----- ----- ----- ----- ----- ----- ----- ----- -----									<input type="checkbox"/>
Persistence & maturity	<input type="checkbox"/>	----- ----- ----- ----- ----- ----- ----- ----- -----									<input type="checkbox"/>
Research potential	<input type="checkbox"/>	----- ----- ----- ----- ----- ----- ----- ----- -----									<input type="checkbox"/>
Note: Indicate if this student is one of the best students whom you have ever worked with/taught.											<input type="checkbox"/>

What are the applicant's greatest **academic** strengths and **practical** skills?
 How does the applicant compare with other students who have undertaken graduate studies?

Please add any other comments that you wish to make (please attach another sheet if required). This may include: capacity to work with colleagues, future potential for research contribution to the field of knowledge, how you rate any research undertaken by the applicant, ability to meet deadlines and any other comments which you believe to be relevant in considering this applicant for a postgraduate scholarship.

PLEASE RETURN THE COMPLETED REFEREE REPORT TO THE FOLLOWING ADDRESS BY THE APPLICABLE SCHOLARSHIP ROUND CLOSING DATE detailed on the Swinburne Research webpage. (see <http://www.research.swinburne.edu.au/research-students/scholarships/>)

THANK YOU FOR YOUR ASSISTANCE.

The referee is requested to forward this report **directly** to the relevant Faculty Liaison Officer:

Faculty of Business and Enterprise
Attn: Ms Anne Cain
Swinburne University of Technology
Mail H68, PO Box 218
Hawthorn, VIC 3122
Australia
(e) ancain@swin.edu.au

Faculty of Health, Art and Design
Attn: Ms Lettia Berry
Swinburne University of Technology
Mail H68, PO Box 218
Hawthorn, VIC 3122
Australia
(e) lettiaberry@swin.edu.au

Faculty of Engineering, Science and Technology
Attn: Ms Kirsty McKinnon or
Ms Natalie Care
Swinburne University of Technology
Mail H68, PO Box 218
Hawthorn, VIC 3122
Australia
(e) kpmckinnon@swin.edu.au
(e) ncare@swin.edu.au

If you are having difficulty providing your referee report to any of the email addresses above, please forward it to HDRscholarships@swin.edu.au.

Swinburne University of Technology collects; uses and destroys personal information in accordance with our Privacy Policy. The Privacy Statement can be viewed at www.swin.edu.au/privacy. Enquiries relating to this form should be directed to Swinburne Research.

For further information please contact Swinburne Research by phone on (03) 9214 5547, by fax: (03) 9214 5346 or email: HDRscholarships@swin.edu.au.

