



Employer Referee Report Form

for Graduate Research Degrees at The University of Melbourne

A. ADVICE TO APPLICANTS AND REFEREES

Referee report forms 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: <http://go.unimelb.edu.au/c3j>.

Applicants should select referees who are available to comment on their employment performance in all aspects of the position, particularly research/professional experience gained via this employment which is relevant to their proposed research at the UoM.

Applicants with research/professional experience gained through employment must submit one Employer Referee Report Form from each of the positions in which they are claiming to have undertaken significant research and/or professional work relevant to the course for which they are seeking a scholarship.

Referees must 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 Office website:

<http://go.unimelb.edu.au/3kj>.

B. APPLICANT DETAILS *(to be completed by the applicant)*

Title Ms Mrs Miss Mr Other, please specify:

Family name

Given name(s)

Middle initial

Address

Email

Proposed degree, Graduate School and discipline of study at the UoM
(Eg PhD, Humanities & Social Sciences, History)

C. REFEREE'S DETAILS

Title Ms Mrs Miss Mr Other, please specify:

Name

Company / Agency / Organisation

Job title

Job description

Email address

Postal address

Phone		Facsimile	
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D. 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 <i>(dd/mm/yyyy)</i>	from		to
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"/> 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 <i>(attach another sheet if required)</i> :

4. Employee Appraisal

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imagination and creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisational ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persistence and maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Further Comments

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

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Referee's signature	Date (dd/mm/yyyy)
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SUBMISSION INSTRUCTIONS

Please return this completed referee report by hand or post, fax 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 Office website: <http://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.

Post or hand delivery	Graduate Research Degree Admissions The John Smyth Building, Swanston Street The University of Melbourne Victoria 3010 Australia
Facsimile	+ 61 3 9347 9062
Email	Grad-Research_Referee@unimelb.edu.au
Office opening hours	Monday – Friday 9.00am – 5.00pm