



## CONFIDENTIAL REPORT OF AN ACADEMIC REFEREE

*Nominated by an applicant for higher degree candidature  
and/or a postgraduate scholarship*

**(Australian Citizens and Permanent Residents Only)**

### NOTES FOR THE REFEREE

These notes should assist completion of the attached form.

1. All applicants for Masters or Doctoral candidature and/or a Postgraduate Scholarship are required to nominate two referees and to pass to each a copy of this form to be completed and returned **directly and promptly** to the University.
2. Referees' comments are taken into account when assessing an application for candidature and/or for a scholarship. The University is particularly interested in your opinion of the qualifications, experience, academic and research ability of the applicant. These should be judged with reference to the applicant's peer group.
3. Please note that this report is accepted on a confidential basis and will be treated as confidential in all circumstances however, an application through the Freedom of Information Act may result in the student gaining access to the report.
4. If the applicant is **applying for a scholarship** reports must be received by:- **31 October**. Please note that as applicants cannot be considered for scholarships unless both referee reports have been received, it is important that you submit the report by the due date.
5. Do NOT return this form to the applicant.
6. Please send the report:-

**6.1 By fax:** Facsimile: 61 3 9479 1464 (*mark subject: confidential*)  
*Or*

**6.2 By e-mail:** [teamsrgso@latrobe.edu.au](mailto:teamsrgso@latrobe.edu.au) (*mark subject: confidential*)  
*Or*

**6.3 By mail:** Research Services Office  
(Confidential Report)  
*La Trobe University*  
*Melbourne, Victoria 3086*  
*Australia*

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**Section 1: (to be completed by the applicant before forwarding this form to the referee)**

Family name \_\_\_\_\_ Other names \_\_\_\_\_

Title of degree for which applying \_\_\_\_\_ Proposed School \_\_\_\_\_

Proposed research topic \_\_\_\_\_

**Section 2: (to be completed by the referee) DO NOT RETURN THIS FORM TO THE APPLICANT.**

The covering notes for the referee should be read thoroughly before answering the following questions. *Please tick the assessment most appropriate under Questions 2 through 7 inclusive and type or print Question 8. Please ensure that yellow copy is legible.*

<p><b>1.</b> At which stage did you know the applicant?</p> <p><input type="checkbox"/> Undergraduate    <input type="checkbox"/> Honours    <input type="checkbox"/> Postgraduate</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p><b>2.</b> How do you rate the applicant's academic ability?</p> <p><input type="checkbox"/> outstanding (top 5%)    <input type="checkbox"/> excellent (6% - 15%)</p> <p><input type="checkbox"/> accomplished (16% - 30%)    <input type="checkbox"/> good (31% - 50%)</p> <p><input type="checkbox"/> poor</p> <p><b>3.</b> How do you rate the applicant's postgraduate research potential and ability to complete the research degree?</p> <p><input type="checkbox"/> outstanding (top 5%)    <input type="checkbox"/> excellent (6% - 15%)</p> <p><input type="checkbox"/> accomplished (16% - 30%)    <input type="checkbox"/> good (31% - 50%)</p> <p><input type="checkbox"/> poor</p> <p><b>4.</b> If you have read a research thesis by the applicant, how do you rate the thesis?</p> <p><input type="checkbox"/> outstanding (top 5%)    <input type="checkbox"/> excellent (6% - 15%)</p> <p><input type="checkbox"/> accomplished (16% - 30%)    <input type="checkbox"/> good (31% - 50%)</p> <p><input type="checkbox"/> poor    <input type="checkbox"/> not applicable</p>	<p><b>5.</b> If you have read other work by the applicant, how do you rate it?</p> <p><input type="checkbox"/> outstanding (top 5%)    <input type="checkbox"/> excellent (6% - 15%)</p> <p><input type="checkbox"/> accomplished (16% - 30%)    <input type="checkbox"/> good (31% - 50%)</p> <p><input type="checkbox"/> poor</p> <p><b>6.</b> What is the applicant's capacity to communicate in English?</p> <p><b>a) <u>Written:</u></b>    <input type="checkbox"/> excellent    <input type="checkbox"/> very good    <input type="checkbox"/> good</p> <p style="padding-left: 20px;"><input type="checkbox"/> reasonable    <input type="checkbox"/> poor</p> <p><b>b) <u>Oral:</u></b>    <input type="checkbox"/> excellent    <input type="checkbox"/> very good    <input type="checkbox"/> good</p> <p style="padding-left: 20px;"><input type="checkbox"/> reasonable    <input type="checkbox"/> poor</p> <p><b>7.</b> What overall level of support do you give this application?</p> <p style="padding-left: 20px;"><input type="checkbox"/> unreserved    <input type="checkbox"/> very strong</p> <p style="padding-left: 20px;"><input type="checkbox"/> strong    <input type="checkbox"/> reserved</p> <p style="padding-left: 20px;"><input type="checkbox"/> none</p>
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**8.** Please provide detailed comments in support of your responses to Questions 1-7 above. (Attach an additional page if required).

Referee's Name _____	Present Position _____
Address _____	Email _____
Signature _____	Telephone No. _____
	Date _____