

# Higher Degrees by Research Referee Report Form

For Research Degrees and Scholarship Applications. See Notes on Page 3.



**CONFIDENTIAL**

HDR04 Last updated December 2009

**Part One: APPLICANT'S DETAILS** *(To be completed by the Applicant)*

Family Name		Given Name(s)	
Degree program applied for			
Field of Study			
Applying for a Scholarship?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Applying as an International Student?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Part Two: REFEREE'S DETAILS** *(To be completed by the Referee)*

If you are not able to assess the applicant's ability on all aspects of academic performance and research potential, please advise the applicant that you cannot act as a referee.

Referee's Name		Title	
Position	Institution		
Postal Address	Phone		
	Fax		
	Email		
Relationship to the Applicant	Professional knowledge of the Applicant	<input type="checkbox"/> Very Good <input type="checkbox"/> Adequate <input type="checkbox"/> Incomplete	
How long have you known the Applicant?			

**Part Three: REPORT ON ACADEMIC PERFORMANCE AND RESEARCH POTENTIAL**

*Please rank the applicant's abilities in the following areas (1=Lowest, 5 =Highest)*

Outstanding academic record	1	2	3	4	5
Technical competence in proposed field	1	2	3	4	5
Command of research techniques	1	2	3	4	5
Command of Information Communication Technology, including literature searching	1	2	3	4	5
Outstanding written communication skills in English	1	2	3	4	5
Outstanding verbal communication skills in English	1	2	3	4	5
Ability to meet imposed deadlines and persevere to task completion	1	2	3	4	5
Ability to interact positively with professional/academic peers	1	2	3	4	5
Ability to work independently	1	2	3	4	5
Ability to develop original ideas and hypotheses	1	2	3	4	5
Overall ranking of your support for this applicant	1	2	3	4	5
Does/will applicant have qualifications equivalent to a First Class Honours degree?	<input type="checkbox"/> Yes <input type="checkbox"/> No				

*(continues on next page...)*

*Please comment briefly on the applicant's publication record.*

**Part Four: REFEREE'S WRITTEN REPORT**

*Please comment on the specific academic strengths of this applicant.*

*Please comment on the research potential demonstrated by this applicant.*

*Please attach additional pages if necessary.*

**If you are not able to assess the applicant's ability on all aspects of academic performance and research potential, please advise the applicant that you cannot act as a referee.**

Referee's Signature		Date	
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Please return the completed form to:  
**Research.degrees@cdu.edu.au OR  
Office of Research and Innovation  
Charles Darwin University  
Darwin NT 0909 OR  
08 8946 7066**

*Charles Darwin University values your assistance  
and would like to thank you for your time and effort in providing this reference.*

#### **Notes for the Referee's Report Form**

1. Applicants for Doctoral and Master by Research candidature and/or Postgraduate Scholarship are required to nominate two Referees who are prepared to support their application(s). These Referees must be familiar with the applicant's academic achievements and research background. It is recommended that one referee be the supervisor of your most recent tertiary program.
2. Applications cannot be considered without Referee's Reports.
3. The applicant is to complete Part ONE of two copies of the REFEREE REPORT FORM and forward a copy to each Referee. The Referee is requested to complete the remaining sections of the form and return it directly and promptly to the **Office of Research and Innovation, Charles Darwin University, Darwin NT 0909 (Fax: 0889467066; email: research.degrees@cdu.edu.au)**.
4. The purpose of the report is to elicit information on the applicant's eligibility and readiness for a higher degree by research program and, in the case of scholarship applicants, information which will assist in their ranking.
5. The Referee's comments on the applicant's qualifications, experience and research potential make a significant contribution to assessing an application for candidature.
6. Charles Darwin University is committed to ensuring the privacy of all information it collects. This report will be treated as confidential and is not intended to be made available to the applicant. However, it must be noted that an application through the Freedom of Information Act may result in the student gaining access to the report.
7. **Do not return the completed form to the applicant.**