

Higher Degrees by Research Referee Report Form

Form to be completed by a referee. Please do not return this form to the applicant once complete. Return reports for International applicants to International@cdu.edu.au and return reports for domestic applicants to research.degrees@cdu.edu.au with the applicants name in the subject field.

CONFIDENTIAL	
SECTION 1 APPLICANT'S DETAILS	
Family Name _____ Given name _____	
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	
SECTION 2 REFEREE'S DETAILS	
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 (Dr, Prof, etc.) _____	
Position _____ Institution _____	
Postal address _____	
Phone _____ Fax _____ Email _____	
Relationship to the applicant _____ How long have you known the applicant? _____	
Professional knowledge of the applicant <input type="checkbox"/> Very Good <input type="checkbox"/> Adequate <input type="checkbox"/> Incomplete	
SECTION 3 REPORT ON ACADEMIC PERFORMANCE AND RESEARCH POTENTIAL	
Please rank the applicant's abilities in the following areas (1=Lowest, 5 =Highest)	
Outstanding academic record	
Technical competence in proposed field	
Command of research techniques	
Command of Information Communication Technology, including literature searching	
Outstanding written communication skills in English	
Outstanding verbal communication skills in English	
Ability to meet imposed deadlines and persevere to task completion	
Ability to interact positively with professional/academic peers	
Ability to work independently	
Ability to develop original ideas and hypotheses	
Overall ranking of your support for this applicant	
Does/will applicant have qualifications equivalent to a First Class Honours degree? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please comment briefly on the applicant's publication record.

SECTION 4 REFEREE'S WRITTEN REPORT

Please comment briefly on the applicant's publication record.

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 _____

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. 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. **Form to be completed by a referee. Please do not return this form to the applicant once complete. Return reports for International applicants to International@cdu.edu.au and return reports for domestic applicants to research.degrees@cdu.edu.au with the applicants name in the subject field.**