

**Academic Referee Report**

To support Research Degree Application for Admission and/or Scholarship

CRICOS Provider Code: 00121B

**Instructions for Referee**

Thank you for agreeing to complete this form on behalf of the applicant. Referee reports are used for ranking purposes and are highly regarded.

Your report will remain **confidential**, and is not shared with the applicant unless you choose to share it.

**It is essential that ALL sections are completed carefully, sections E and F are particularly important for scoring purposes.**

We appreciate that it may be difficult to answer all questions, depending on your relationship with the applicant. Please answer all questions to the best of your ability as we may not be able to use the report unless it is complete. If you feel you cannot answer the question, then please advise the applicant that you are unable to provide a referee report.

**Timeline**

It is important that the Graduate Research Admissions team receives your report **within 5 days of application submission.** If the applicant is also applying for a competitive scholarship their application may not be considered if your referee report is late.

**Submitting a report**

* Referee reports should be sent from your academic or business email address (e.g. diana.prince@unisa.edu.au). We will also accept referee reports from non-academic email addresses where the email address is published on the University or Institution website or can be independently verified in another way (e.g. shown on research published in an academic journal).
* If you cannot provide the referee report through a verified email address then you should print the report once it is completed, sign it and add a stamp from your University, and then scan and email it back to us.

Please email your completed referee report to the Graduate Research Admissions team at: research.referees@unisa.edu.au .

**Please note: Your referee report will not be accepted if sent directly from the applicant.**

If you have any queries, please contact the Graduate Research Admissions team at research.degrees@unisa.edu.au .

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| **SECTION A:** | **Research degree applicant’s details** |
| FAMILY name: |       |
| OTHER name(s): |       |
| Application number (if known): |       |
| **SECTION B** | **Referee’s details**  |
| Referee's full name and title: |       |
| Referee's position: |       |
| University/organisation: |       |
| School or department: |       |
| Address: |       |
|  |       |
| Email: |       |
| Telephone: |       |
| **SECTION C:** | **Knowledge of the applicant** |
| How long have you known the applicant? |
|  | 0-3 months | 3-6 months | 6-12 months | 1-2 years | >2 years |
| Prior to undergraduate (U/G) study | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| During undergraduate study (including honours) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Since completing U/G. study (excluding P/G study) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| During postgraduate study | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Since completing postgraduate (P/G) study | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| In what capacity have you known the applicant? (you may select more than one box) |
| [ ]  Lecturer | [ ]  Masters (Coursework) Supervisor |
| [ ]  Course Coordinator/Program Director | [ ]  Research Degree Supervisor |
| [ ]  Head of School/Department | [ ]  Examiner of the applicant’s thesis |
| [ ]  Honours Supervisor | [ ]  Other (please specify): |       |
| What is your professional knowledge of the applicant? |
| [ ]  Thorough | [ ]  Very good | [ ]  Adequate | [ ]  Poor/Limited |
| **SECTION D:** | **Applicant’s academic performance** |
| Based on the quality of the completed work, what is the applicant’s academic standard? |
| [ ]  Outstanding | [ ]  Exceptional | [ ]  Very Good | [ ]  Good |  [ ]  Adequate |  [ ]  Poor |
| **Please complete the relevant sections below** |
| **Honours result:** |
| Have you known the applicant during their Honours degree/program?[ ] No [ ]  Yes |
| Has the applicant already obtained an actual Australian Honours result? [ ]  Unknown [ ]  No [ ]  Yes |
| If **Yes**, please indicate the level of Honours achieved:  |
|  [ ]  Honours 1 [ ]  Honours 2A [ ]  Honours 2B [ ]  Failed [ ]  Didn’t complete |

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| **SECTION D:** | **Applicant’s academic performance** (continued) |
| **Please complete the relevant sections below** |
| **Honours equivalence/postgraduate performance:** |
| Are you familiar with the applicant's performance during postgraduate study? [ ]  No [ ]  Yes |
| If **Yes**, please indicate course of study: |
|  Masters by Research |       |
|  Masters by Coursework |       |
|  Postgraduate Diploma |       |
|  Other (please specify): |       |
| **If you are familiar with the Australian Honours system**, please indicate your assessment of the applicant's performance in postgraduate study in terms of equivalence to the Australian system of Honours. Please expand on your assessment in **Section G**. |
|  Honours 1 |       |
|  Honours 2A  |       |
|  Honours 2B |       |
|  Failed |       |
|  Didn’t complete |       |
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| **SECTION E** | **Potential research** |
| Please rate the applicant’s performance in the areas listed below in relation to ALL potential postgraduate research students you have known. Please select the most appropriate box in each area. The numbers appearing in brackets indicate the points that will be allocated in determining the ranking. The shaded areas do not influence the points used in the ranking. |
|  | ***Performance*** |
| ***AREA*** | ***Unknown*** | ***PoorBottom 40% (0)*** | ***AverageTop 60%(1)*** | ***GoodTop 25%(2)*** | ***Very goodTop 10%(3)*** | ***ExceptionalTop 5%(4)*** | ***OutstandingTop 2%(5)*** |
| Creative ability | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Initiative | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Persistence | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Critical and conceptual ability | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Ability to communicate with others | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Ability to work as a member of a team | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Definitions:** |  |
| **Creative ability**: ability to develop original ideas, hypotheses, and to write original compositions **Initiative**: ability to embark on new ideas or approaches without prompting**Persistence**: ability to persevere**Critical and conceptual ability**: ability to analyse information and understand arguments, form ideas and build on them**Ability to communicate with others**: both written and spoken**Ability to work as a member of a team**: ability to work cooperatively and collaboratively with others |

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| **SECTION F:** | **Ability to complete the Higher Degree by Research**  |
| Please indicate whether you consider the applicant will complete their research degree within time, taking into account their ability to plan, keep to a schedule and persevere in difficult circumstances. In Australia candidates are expected to complete within 4 years for a Doctorate and within 2 years for a Masters by Research. |
| **Please select *ONE* box only:** | ***Applicant for PhD*** | ***Applicant for Masters*** |
| I do not expect the candidate will complete | [ ]  | [ ]  |
| I expect the candidate to experience considerable difficulties in completing | [ ]  | [ ]  |
| I expect the candidate to complete, but may experience some difficulties | [ ]  | [ ]  |
| I am confident that the applicant will complete | [ ]  | [ ]  |
| I have no reservations that the applicant will complete and produce an excellent research thesis | [ ]  | [ ]  |
| **SECTION G:** | **Explanatory comments** |
| Please use this space if you wish to clarify any of the statements in this report and to give reasons if, in your opinion, an applicant’s research potential is not indicated by their academic record. If more than one applicant for the same course at UniSA has asked you for a report, it would help us if you would rank the applicants in the space below. We welcome any other comments you may wish to make that may assist UniSA in assessing the applicant. Please include another page if you wish.  |
|      University/Employer Authenticity Stamp |
| **Academic referee:** |       |       |  |       |
| *Signature* | *Printed* | *Date* |  |