|  |  |
| --- | --- |
| corp_3hBW | Academic Referee Report The referees’ reports are used as an important part of the assessment process for applications for candidature and scholarship at Swinburne University. Non-Academic Referees should be chosen for their knowledge of the applicant’s work experience or experience related to the research project. The purpose of the reference is to gain an understanding of the applicant’s research potential in a research program and beyond.**If a referee is unable to comment on the academic performance of the applicant, the Non-Academic Referee Report Form should be completed. This form can be obtained from** <http://www.swinburne.edu.my/research/home/viewPage/10>  |

**Sarawak Campus Confidential**

|  |
| --- |
| **SECTION A APPLICANT’S PERSONAL DETAILS** |
|  |  |
| **Title** | [ ]  Dr [ ]  Ms [ ]  Mrs [ ]  Miss [ ]  Mr |
| **Surname or Family Name** |       |
| **Given Name/s** |       |
| **Email Address** |       |
| **Proposed Program of Study and/or Faculty** |       |

|  |
| --- |
| **SECTION B REFEREE’S CONTACT DETAILS** |
|  |  |
| **Title** | [ ]  Prof [ ]  Assoc Prof [ ]  Dr [ ]  Ms [ ]  Mrs [ ]  Mr |
| **Surname or Family Name** |       |
| **Given Name/s** |       |
| **Email Address** |       |
| **Institution Name/Place of Employment** |       |
| **In what capacity do you know the applicant?** |       |
| **For how long have you known the applicant?** | [ ]  less than 12 months [ ]  12 months to 2 years [ ]  more than 2 years  |

**Sections C to E** are to be completed by the referee regarding the applicant. The sections seek information on the academic program upon which the referee is commenting, the academic performance of the applicant in that program, an assessment of the applicant with respect to academic and practical skills and an overall assessment of the applicant’s capacity to undertake a research degree.

| **SECTION C ACADEMIC PROGRAM INFORMATION****Please provide details about the academic program undertaken by the applicant.** |
| --- |
|  |  |
| Name of Academic Program (ie: Bachelor of Science) |       |
| Name of subject/component upon which you are commenting |       |
| 1. Did this program involve the completion of an independent research project? If yes, please proceed to question 2. If no, please provide a comment at the end of this section.
 | [ ]  Yes | [ ]  No |
| 1. What percentage of the degree was the research project?
 | [ ]  10% [ ]  20% [ ]  30% [ ]  40% [ ]  50%[ ]  more than 50% (percentage      ) |
| 1. What was the required final output of the independent research project?
 | [ ]  Thesis (number of words      )[ ]  Other (please provide details in comment section below) |
| Please comment on your contact with the applicant in the context of this academic program:      |

| **SECTION D ACADEMIC PERFORMANCE** **Please provide details about the applicant’s performance in the academic program referred to in Section C.**  |
| --- |
|  |  |
| 1. What was the **final** result for the program/subject upon which you are commenting? Note: If the program/subject is still in progress, please provide the **predicted** result and indicate this by ticking the box marked “predicted”.
 |
| **Final Result** | [ ]  H1 (80-100)[ ]  predicted  | [ ]  H2A (70-79)[ ]  predicted  | [ ]  HB (60-69)[ ]  predicted  | [ ]  H3 (50-59)[ ]  predicted  | [ ]  Fail[ ]  predicted  |
| 1. Please indicate below your appraisal of the applicant in terms of the attributes or qualifies listed below. Please rate the applicant in comparison to other PhD or masters by research candidates known to you.
 |
| **ATTRIBUTES** | Below Satisfactory1 | Satisfactory2 | Competent3 | Strong4 | Exceptional5 |
| *Relevant knowledge* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *Critical thinking* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *Initiative* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *Written communication in English* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *Oral communication in English* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *Determination* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

|  |
| --- |
| **SECTION E OVERALL ASSESSMENT OF THE APPLICANT** |
|  |  |
| 1. Please provide an overall comment with regard to the applicant and their readiness for postgraduate research study. Please discuss the applicant’s greatest **academic strengths** and **practical skills** and the applicant’s performance in comparison with other students who have undertaken graduate studies under your supervision.You may also discuss: capacity to work collaboratively, future potential for research contribution to the field of knowledge and ability to meet deadlines.
 |
|       |
| 1. Please indicate below, your assessment of the FUTURE research potential of the applicant within a research program and beyond.
 |
| Below Satisfactory1[ ]  | Satisfactory2[ ]  | Competent3[ ]  | Strong4[ ]  | Exceptional5[ ]  |
| 1. How confident are you in recommending the applicant for a research program?
 |
| I am not confident that this applicant would complete a research program.[ ]  | I expect that the applicant would have significant trouble completing a research program.[ ]  | I am confident the applicant is capable of completing a research program but timeliness may be an issue.[ ]  | I am confident that the applicant would complete a research program within the expected time frame.[ ]  | I recommend the applicant for a research program without reservation. He/she is an exceptional candidate.[ ]  |

*Thank you for completing this referee’s report; your assistance in the selection of Swinburne University of Technology research candidates for admission and/or scholarship is greatly appreciated. Please note that the academic unit may contact you for further information on the applicant if required.*

**Please return the completed Academic Referee Report form directly to:** hdradmission@swinburne.edu.my

**Privacy Notice:**

Swinburne University of Technology Sarawak Campus collects, uses and destroys personal data in accordance with our Privacy Collection Notice at <http://www.swinburne.edu.my/privacy/>

 Enquiries relating to this form should be directed to School of Research (hdradmission@swinburne.edu.my)