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| corp_3hBW | Non-Academic Referee Report Form The referees’ reports are used as an important part of the assessment process for applications for candidature and scholarship at Swinburne University of Technology.  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 able to comment on the academic performance of the applicant, the Academic Referee Report Form should be completed. This form can be requested from** [hdradmission@swinburne.edu.my](mailto:hdradmission@swinburne.edu.my) |

**Swinburne Research**

**Confidential**

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| **SECTION A APPLICANT’S PERSONAL DETAILS** | |
|  |  |
| **Title** | Dr  Ms  Mrs  Miss  Mr  Mx |
| **Surname or Family Name** | Click or tap here to enter text. |
| **Given Name/s** | Click or tap here to enter text. |
| **Email Address** | Click or tap here to enter text. |
| **Proposed Program of Study and/or School** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **SECTION B REFEREE’S CONTACT DETAILS** | |
|  |  |
| **Title** | Prof.  A/Prof.  Dr  Ms  Mrs  Miss  Mr  Mx |
| **Surname or Family Name** | Click or tap here to enter text. |
| **Given Name/s** | Click or tap here to enter text. |
| **Email Address** | Click or tap here to enter text. |
| **Institution Name/Place of Employment** | Click or tap here to enter text. |
| **Position Title** | Click or tap here to enter text. |
| **In what capacity do you know the applicant?** | Click or tap here to enter text. |
| **For how long have you know the applicant?** | less than 12 months  12 months to 2 years  more than 2 years |

Sections C to D (on the following pages) are to be completed by the referee regarding the applicant. The sections seek an assessment of the applicant with respect to practical skills and an overall assessment of the applicant’s capacity to undertake a research degree. If more space is required or you wish to provide supporting documentation, please attach these.

| **SECTION C PRACTICAL SKILLS** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  |  | | | | |
| 1. Please provide an overall comment of the practical skills the applicant has that sets them apart from others you have known in the same/similar position in your organisation or other organisations. | | | | | |
| Click or tap here to enter text. | | | | | |
| 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 Satisfactory  1 | Satisfactory  2 | Competent  3 | Strong  4 | Exceptional  5 |
| *Knowledge of the field of discipline* |  |  |  |  |  |
| *Critical thinking* |  |  |  |  |  |
| *Analytic thinking* |  |  |  |  |  |
| *Initiative* |  |  |  |  |  |
| *Imagination & creativity* |  |  |  |  |  |
| *Written communication* |  |  |  |  |  |
| *Ability to communicate clearly in English (orally)* |  |  |  |  |  |
| *Organisational ability* |  |  |  |  |  |
| *Persistence & maturity* |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **SECTION D 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 **strengths** and **the assets the applicant brings to a research program**.You may also discuss: capacity to work collaboratively, future potential for research contribution to the field of knowledge and ability to meet deadlines. | | | | | |
| Click or tap here to enter text. | | | | | |
| 1. Please indicate below, your assessment of the FUTURE research potential of the applicant within a research program and beyond. | | | | | |
| Below Satisfactory  1 | Satisfactory  2 | | Competent  3 | Strong  4 | Exceptional  5 |
| 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. The applicant 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 to** [hdradmission@swinburne.edu.my](mailto:hdradmission@swinburne.edu.my)