



Proforma for references

(confidential)

To be completed by referee

This form to be used by applicants to Postgraduate courses where a referee's report is requested.

Please return this form to:

Admissions Office University of Canberra, ACT 2601 OR Fax directly to (02) 6201 5040

All responses are treated in strict confidence and will be available only to those involved in the selection process.

Name of Student:
Student ID number:
Course Applied for:

Referee to complete the questionnaire below

<i>Name of referee</i>	
<i>Contact details</i>	<i>(email)</i>
<i>Position</i>	
<i>Department</i>	
<i>Subject(s) taught</i>	

How long have you known the applicant? _____

In what capacity or capacities (lecturer, tutor, employer, supervisor etc)? *Describe below.*

Applicant's position or likely grading in the subject(s)

Name of Subject	High Distinction	Distinction	Credit	Pass	Fail
[Office use only]					



Your evaluation of the applicant

Please tick the areas relevant to your position

	Outstanding	Better than average	Average	Below average	No basis for judgement		Outstanding	Better than average	Average	Below average	No basis for judgement
Academic experience						Work habits					
Application to study						Ability to complete projects or work					
Participation in class						Communication skills					
Verbal skills						Attendance					
Written skills						Ability to prioritise workload and deal with competing demands					
Capacity for self-directed learning						Time management/ productivity					
Ability to work independently						Ability to work independently					
Computer literacy						Computer literacy					
Ability to reason critically						Judgement					
Initiative						Problem solving abilities					
Ability to work as part of a team						Professionalism					
Suitability for PG study						Ability to work with and for others					
[Office use only]											

