Birmingham DTC and may be held on computerised database and/or manual files.



**University of Birmingham ESRC Doctoral Training Centre Referee Form**

Please read the **Notes for the referee** (copied below) andthe applicant’s completed application form.

**Please note that the deadline for the receipt of two references by the University is 4pm on Friday 19th February 2016 and references for applicants received after this deadline will not be accepted.**

**The DTC will not consider applications if both references have not been received.**

Please complete in no less than 10pt typescript and keep within the boxes below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Applicant (and pathway)**: |  | | | |
| Previous performance: (Refer to the notes on completing the form copied below) | | | | |
| Preparedness for doctoral study: (Refer to the notes on completing the form copied below) | | | | |
| **Predicted or actual degree result(s)** | | |  | |
| Referee’s name: | |  | Relationship to applicant: |  |
| Referee’s signature: | |  | Date: |  |

|  |  |
| --- | --- |
| The applicant might request to see a copy of this reference. If you do not wish to disclose the information you have provided, please indicate here |  |

**When the reference has been completed:**

* **Please inform the applicant that you have completed your reference;**
* **Pass the reference to the Birmingham ESRC DTC via** [**studentships@contacts.bham.ac.uk**](mailto:studentships@contacts.bham.ac.uk) **before the deadline of 4pm on Friday 19th February 2016**

***Notes for referees***

The applicant should have provided you with a copy of the completed Application Form and copies of their Degree Transcripts as evidence of marks and degree results. References in other formats will be accepted.

This applicant has applied for a doctoral award. As a referee, you should try to provide detailed comments on the applicant's recent academic or professional work and an assessment of his/her preparedness for doctoral study. It is helpful to the panel if you provide evidence both of the skills and aptitudes that the applicant displays and, importantly, how they relate to the proposed study (as described in the applicant's 'supporting statement').

**References that do not provide a detailed appraisal of the applicant's academic (or professional) development and suitability for his/her proposed research, but are simply a general statement of support, may disadvantage even the strongest applicant.** Please do not make inappropriate comments such as personal remarks.

Professional referees should state how long the applicant has worked with them and in what capacity. You should detail the type and range of duties that were performed, and how this may have prepared the applicant for the proposed study.

Please type your report in no less than 10pt typescript and keep within the allocated space.

**Please comment under the following headings:**

***a) Previous performance***

* For **academic referees**: Please provide a realistic appraisal of the applicant's abilities based on your assessment of his/her academic and, where relevant, professional performance to date. Include comments on the applicant's overall performance in his/her degree(s) and his/her performance on individual modules or courses if you have taught him/her at undergraduate and/or Masters level.
* For **professional referees**, please draw on your experience of the applicant's work to give an appraisal of his/her professional performance to date. Please highlight the applicant’s strengths/weaknesses in the area in which he/she plans to study. Please give examples to illustrate your comments.

***b) Preparedness for doctoral study***

* Please give your assessment of the applicant's motivation and commitment and his/her capacity for working independently on the project throughout – mentioning any relevant intellectual, practical, technical or professional skills the applicant possesses that you have not already highlighted. The assessors are interested in such qualities as the applicant's conceptual and problem-solving abilities, organisational abilities and, where relevant, his/her practical or technical capabilities.
* You should say how the proposed research project relates to the applicant's experience to date, and to his/her future plans. You may wish to address questions such as how the applicant has developed and improved during his/her undergraduate or postgraduate career.
* If the applicant is currently undertaking a Masters’ degree, and if you are permitted to do so, please include details of any formal assessments of his/her Masters work.
* This information should link in to the predicted grade that you have indicated.
* If the applicant has commenced his/her doctoral study, please include details of his/her progress to date. You should give an assessment of the applicant's progress and say on what basis this assessment has been made.
* **Professional referees** should also comment on the applicant's professional commitment, motivation and potential. It would be helpful to say how the professional experience the applicant has gained has built on his/her academic studies, and how it will prepare him/her to pursue his/her research and meet his/her long-term career aims.
* The applicant might request to see a copy of their references. If you wish to **withhold** your consent to release your report to the applicant, please tick the box. If the box is not ticked, we will assume that you have given your consent.

Please contact [studentships@contacts.bham.ac.uk](mailto:studentships@contacts.bham.ac.uk) should you require any help, support or guidance completing this reference for the applicant.

**When the reference has been completed:**

* **Please inform the applicant that you have completed your reference;**
* **Pass the reference to the Birmingham ESRC DTC via** [**studentships@contacts.bham.ac.uk**](mailto:studentships@contacts.bham.ac.uk) **before the deadline of 4pm on Friday 19th February 2016**