Please return form to:

[calpg-research@contacts.bham.ac.uk](mailto:calpg-research@contacts.bham.ac.uk)

**By: 4 p.m. on Friday 31 March 2017**

# College of Arts and Law

# Distance Learning Postgraduate Research Scholarship Reference Form 2017-2018

You have been nominated as a referee in support of a funding application for postgraduate study at the **University of Birmingham**. We would be grateful if you would provide us with a reference on the applicant's academic and general suitability to undertake the proposed course of study and to assess the candidate’s suitability to receive funding. **Please complete all sections fully. Only references submitted on this form by the due deadline of 4 p.m. on Friday 31 March 2017 will be considered.**

How to submit a reference:

* On this form, by email (from a work based email address (e.g. .**ac.uk, .nhs.net** or **.gov.uk** etc)

If you are supplying a **professional reference** rather than an academic reference please only complete the relevant sections and comment on how the applicant’s professional experience makes them suitable for the proposed course and suitability to receive funding.

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| **Applicant’s name:** | **Course applied to:** | **Date:** |
|  |  |  |
| **Referee’s name:** | **Signature:**  *(Not required if sent from an official email address – see above)* | **Stamp/Seal** |
|  |  |  |
| **Company or Institution:** | | |
|  | | |
| **In what capacity do you know this applicant (dissertation supervisor, personal tutor, course leader, line manager etc.)?** | | |
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| **How long have you known the applicant?** | | |
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| Please tick here if you do not consent for us to disclose the information provided in this reference, to the applicant. If requested by the individual to release this information, we will take your consent preference into account when considering all of the circumstances and deciding whether it is appropriate. |  |

**Academic Referees only**

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| Please indicate the ranking  of this student (where possible): | In top 1-5% of year |  |
| In top 10% of year |  |
| In top 25% of year |  |
| In top 50% of year |  |
| In bottom 50% of year |  |

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| --- | --- | --- | --- | --- |
|  | **Poor** | **Average** | **Good** | **Very good** |
| Level of motivation for research: |  |  |  |  |
| Intellectual ability: |  |  |  |  |
| Ability to communicate - written: |  |  |  |  |
| Ability to communicate – spoken: |  |  |  |  |

Would you recruit this applicant to your research group or PG course? Y / N / NA

|  |  |
| --- | --- |
| **Undergraduate study.** Please give a result of any undergraduate-level degree this candidate is currently undertaking or has recently undertaken.  Is this an **actual** grade or a **predicted** grade? (Delete as appropriate). | Actual /  Predicted |
| **Postgraduate study.** Please give a result of any Masters-level degree this candidate is currently undertaking or has recently undertaken.  Is this an **actual** grade or a **predicted** grade? (Delete as appropriate). | Actual /  Predicted |

Professional and/or Academic reference section

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| 1. **Previous performance:** Please include a realistic assessment of the quality of the applicant’s academic work to date (providing evidence to support your comments). Please be as specific as possible. |
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| 1. **Preparedness for doctoral study:** Please assess the applicant’s preparedness to undertake this research project, including their capacity for original thought and their ability to reason analytically in the field of the proposed study. |
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| 1. **The applicant’s motivation and perseverance in achieving objectives.** Please comment on the applicant’s ability to complete a doctoral programme successfully and within 4 years. Please provide examples of work previously completed within a given timescale and to deadlines. |
|  |

**Other comments**