

GUIDELINES FOR A WRITTEN REFEREE REPORT



Academic reference

Requests for an academic reference are seeking a frank assessment of the applicant.

Referees are asked to address each of the following points in the reference:

- The full name of the applicant
- Describe the context in which you have known the applicant
- Outline the track record of the applicant, relative to the opportunity they are seeking
- The quality and feasibility of the proposed project
- The applicant's potential to undertake the graduate program applied for

The letter should be written on work letterhead and include the current position of the referee, email address and direct contact details.

Please sign and date the document.

If you would like further information or details regarding the content or format of the reference please contact: fbe-scholarships@unimelb.edu.au