

**REFEREE'S REPORT
POSTGRADUATE STUDY IN PSYCHOLOGY (5th & 6th Yr only)**

Dear Referee, the candidate named below is applying for a postgraduate degree in Psychology at Macquarie University and as part of the application has nominated you as one of their two referees. It would be appreciated if you could complete and return your report by 31 October (31 May for mid-year round) as applications are scored for entry into these programs. **This report should be returned by one of the following ways:**

1. Returned to the applicant to submit with their application
2. Sent by post to "Postgraduate Officer, Department of Psychology, Building C3A, Macquarie University NSW 2109".

TO BE COMPLETED BY APPLICANT

NAME: _____

PHONE: (day) _____ (evening) _____ FAX _____

WHICH COURSE/S ARE YOU APPLYING FOR?

<i>Tick</i>	<i>CIRCLE PROGRAM</i>
<input type="checkbox"/> Combined PhD/Master	Clinical / Neuropsychology / Organisational
<input type="checkbox"/> Master of Psychology	Clinical / Neuropsychology / Organisational
<input type="checkbox"/> Postgraduate Diploma	Organisational Behaviour
<input type="checkbox"/> Postgraduate Certificate	Organisational Behaviour

TO BE COMPLETED BY REFEREE

REFEREE'S NAME: _____

POSITION AND ORGANISATION: _____

PHONE: _____ FAX _____ EMAIL _____

How many 4-year-trained psychologists are you familiar with? _____

Please rate the applicant on the following criteria, relative to the typical **4-year-trained** psychologist. We would expect most successful applicants to rate slightly better than the typical 4-year-trained psychologist overall, but not necessarily on every criterion. Please be as honest as possible.

	Clearly better than most	Slightly better than most	As much as is typical (4 year psych)	Slightly less than typical	Less than most
General academic / intellectual ability	5	4	3	2	1
Practical problem solving ability	5	4	3	2	1
General "work ethic"	5	4	3	2	1
Motivation and desire to learn	5	4	3	2	1
General warmth and empathy	5	4	3	2	1
Ability to listen and synthesise information	5	4	3	2	1
Open-mindedness and flexibility	5	4	3	2	1
Ability to handle stress	5	4	3	2	1
English fluency (if not first language)	5	4	3	2	1

OVERALL ASSESSMENT OF SUITABILITY FOR PROFESSIONAL TRAINING

How comfortable would you be in discussing your own feelings/ problems with this person?	5	4	3	2	1
How comfortable would you be in handing responsibility for a project to this person?	5	4	3	2	1

COMMENTS (strengths, weaknesses, other comments) *Please provide any extra comments on a separate page.*

REFEREE'S SIGNATURE _____ **DATE:** _____

Applicant Information for Coursework Referees' Reports – FAQ's

What courses is this form for?

This referee's report form is only to be used if you are applying for a Masters degree in Psychology, a Combined PhD / Masters in Psychology (not straight PhD) or a Postgraduate Diploma or Certificate in Organisational Behaviour (5th year). There is a separate referee's report form for Doctoral applications.

Do you need to complete referees reports?

If you are applying for one of the above courses then **YES**. Remember that applications are scored (see website for scoring details www.psy.mq.edu.au) and the referees' reports are included in this scoring – therefore ensure that you have **TWO** suitable referees' reports with each application you submit. You do not get extra points for more than two referee's reports so do not ask more than two referees to complete the forms for you.

Referees are **NOT relevant to research programs** as it relates to postgraduate coursework degrees only, therefore if applying for a straight PhD in Psychology you **do not** require referees reports.

For Combined PhD / Masters in Psychology applications however, although being a research degree, it involves a large quantity of postgraduate coursework therefore **you do** require referees for your application.

For Doctorate in Psychology you must first complete a semester of masters so initially you will need to use this form before applying for the Doctorate mid-year. There is a separate referee's report form for your Doctorate application which you can obtain at the time you apply.

Note that other courses also have referee report forms as part of their application process so do not get them mixed up. For **Postgraduate Diploma in Psychology, Postgraduate Diploma or Certificate in Applied Psychology** or any of the **Social Health programs** - do not use this form.

Who can be a referee?

We require two separate referees' reports for each application you submit – you do not need to obtain two different referees for each application. It is preferable to have one academic referee and one professional referee, however two academic or two professional referees are suitable. The most important thing is that you have two relevant referees.

What do I need to do BEFORE I send off the referee reports?

Before sending a report to a referee ensure that they understand that it must be returned either to you to include in your application or returned by post / fax to the Psychology Department. **Ask them to do only one option to avoid duplicate reports.** Some people do multiple referee reports so **make sure your name is on the form and do not send them blank forms.** Also ensure that the referee understands that they need to provide a separate copy for each application you are making as applications go to different Course Coordinators for consideration. **IE** if you are applying for 4 courses each referee should provide 4 copies of their report, unless you are using different referees for your applications. For this reason it is important that you **clearly mark which course you are applying for** on the report so that when received the report can be given to the right Coordinator.

How do I fill out the Referees' Reports?

After organising a referee basically all you do is fill in your details at the top and indicate which degrees you are applying for and how many copies the referee needs to provide. Write the referee's name on the report and any of the other details if you know them and send it off to your referee. The referee will complete the rest and sign it. **The referee can either give the report back to you to include with your application (and they should then be stapled on the front inside cover), which is preferred,** or they can post or fax it back to the Department of Psychology and we will match it with your application/s when they are received in the Department after the closing date. (Some referees may not want to give you their report and prefer for it to be kept confidential, or circumstances may just make it easier to do so). Please make sure if your referee returns the report themselves that they either fax **OR** post it directly to the Department as indicated on the form. This report form is preferred as it asks about specific areas we wish the referee to comment on, however if the referee wishes to add any extra information they should do so on a separate page.

How do I know my referee actually returned the report? Where is the referee report sent?

Reports that arrive after the closing date will still be accepted and there is no need to contact the Department if this is the case – the most important thing is that your application is in by the 31st October to Coursework Studies - PG directly as indicated on the front of the University Application Form. **Applications are generally not accepted after the closing date so don't let a late referee's report hold up your submission of your application. DO NOT SEND APPLICATIONS TO THE DEPARTMENT.**

Once applications reach the Psychology Dept from PGS they are matched with the referees' reports that have been received by post/fax in the Department. All applications are checked for two referees' reports. **Please do not contact the department to check if we have received your referees' reports. After applications are received if one or both reports are missing we will email you to let you know so that you can chase up your referees then, so be sure to check your emails during the application process.**