



SAMPLE ACADEMIC REFERENCE

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|-------------------------|--|
| Applicant's Name | Applicant's Occupation/Role (on which the reference is based) |
|-------------------------|--|

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|--|--------------------------------|
| Referee's Name | Referee's Email Address |
| Referee's Occupation/Role | Referee's Address |
| Dates you worked with the applicant (month & year) From _____ To _____ | |

References should be written by **only one person** and should reach us by **6 December 2019**.

References are an important part of the selection process. Not providing a reference could adversely affect the candidate's application, as could being unable to address a significant number of the questions in the reference.

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| 1 How many references have you ever written for Clearing House applications? <input type="checkbox"/> 0 <input type="checkbox"/> 1-3 <input type="checkbox"/> 4-6 <input type="checkbox"/> more than 6 | | |
| 2 Compared with other Clearing House applicants you have written references for, where would you place this applicant on a scale of 1-5? 1 is much worse than others <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 5 is the best <input type="checkbox"/> Unable to rate | | |
| 3 I have known the applicant as: <input type="checkbox"/> an undergraduate student <input type="checkbox"/> a postgraduate student/research assistant <input type="checkbox"/> a salaried member of staff <input type="checkbox"/> other (please specify): | 4 I have known the applicant for: <input type="checkbox"/> less than one year <input type="checkbox"/> one to two years <input type="checkbox"/> over two years | 5 I know the applicant: <input type="checkbox"/> casually <input type="checkbox"/> fairly well <input type="checkbox"/> very well |
| 6 If you are writing a reference on the basis of undergraduate academic performance , what class of degree did they obtain/are expected to obtain? <input type="checkbox"/> 1st <input type="checkbox"/> High 2.1 (67-69.9) <input type="checkbox"/> Mid 2.1 (64-66.9) <input type="checkbox"/> Low 2.1 (60-63.9) <input type="checkbox"/> 2.2 <input type="checkbox"/> 3rd <input type="checkbox"/> Not applicable | | |
| 7 If you are writing a reference on the basis of postgraduate study , using your judgement of the standard expected for a doctoral level degree, how would you rate the applicant's overall academic performance: <input type="checkbox"/> Some of their work is unsatisfactory and they are unlikely to be able to work at doctoral level <input type="checkbox"/> Some of their work is satisfactory but I have doubts about their ability to work at doctoral level <input type="checkbox"/> Some of their work is good, but variability in their work makes me unsure they could work at doctoral level <input type="checkbox"/> Most of their work is good and I am reasonably confident that they could work at doctoral level <input type="checkbox"/> Their work is excellent and I would have no doubts about their capacity to work at doctoral level <input type="checkbox"/> Not applicable | | |
| 8 How would you rate the quality and originality of their written work? 1 IS LOW <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 5 IS HIGH <input type="checkbox"/> Unable to rate | | |
| 9 How would you rate their capacity to work independently, without close supervision? 1 IS LOW <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 5 IS HIGH <input type="checkbox"/> Unable to rate | | |
| 10 How would you rate their research competence? 1 IS LOW <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 5 IS HIGH <input type="checkbox"/> Unable to rate | | |
| 11 What is your overall judgement of their ability to successfully complete a clinical psychology training course? <input type="checkbox"/> I have significant doubts about their ability to complete a course <input type="checkbox"/> I think they would struggle to get through a course <input type="checkbox"/> Although they have some strengths I think they would struggle in some areas <input type="checkbox"/> I think they would manage most areas of the course well <input type="checkbox"/> I think they would have no difficulty in any area of the course <input type="checkbox"/> Can't comment | | |

Please comment on the applicant's suitability, bearing in mind the following:

Please consider your duty of care to course centres and ultimately to the public, as well as your duty of care to the applicant. You can help course centres choose the best applicants by being clear about an applicant's weaknesses as well as detailing their strengths.

Please use language that does not identify the applicant to assist course centres that use a "blind" rating system eg use "the applicant" or "X" instead of their name, use "they" or "s/he" instead of he or she etc.

Please limit your comments to the spaces given below. Thank you for your help.

12 Please comment on the applicant's academic ability and potential including details of attainments to date.

DO NOT FILL IN

13 Please comment on the applicant's ability to apply their academic knowledge to practical problems eg lab work, research projects.

SAMPLE

14 Please comment on the applicant's ability to interact satisfactorily with staff and peers/colleagues.

SAMPLE - DO NOT FILL IN

15 Please comment on the applicant's overall suitability for postgraduate training as an applied clinical scientist/practitioner.

SAMPLE - DO NOT FILL IN

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|-----------|------|
| Signature | Date |
|-----------|------|

Whilst it is Clearing House policy to keep references confidential, due to data protection law this cannot be guaranteed. If an applicant requests a copy of a reference we will contact you for your authorisation to release it. However, please assume that applicants may be able to see the reference. For information on data protection and privacy, please see our website: www.leeds.ac.uk/chpccp/dataprotection.html

Please note: you should not normally act as a referee for your business partner, your close relations or members of your immediate household. In other words, the applicant should not have personal connections with you.