



SAMPLE ACADEMIC REFERENCE

References should be written by **only one person** and should reach us by **1 December 2021**.

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.

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

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

Applicant's Name:

Applicant's Occupation/Role (on which the reference is based):

Dates you worked with the applicant (month & year):

From To

Referee's Name:

Referee's Occupation/Role:

Referee's Email Address:

Referee's Address:

1 How many references have you ever written for Clearing House applications?

- 0
 1-3
 4-6
 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 and 5 is THE BEST

- 1
- 2
- 3
- 4
- 5
- Unable to rate

3 I have known the applicant as:

- an undergraduate student
- a postgraduate student/research assistant
- a salaried member of staff
- other (please specify):

4 I have known the applicant for:

- less than one year
- one to two years
- over two years

5 I know the applicant:

- casually
- fairly well
- 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?

- 1st
- High 2.1 (67-69.9)
- Mid 2.1 (64-66.9)
- Low 2.1 (60-63.9)
- 2.2
- 3rd
- 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:

- Some of their work is unsatisfactory and they are unlikely to be able to work at doctoral level
- Some of their work is satisfactory but I have doubts about their ability to work at doctoral level
- Some of their work is good, but variability in their work makes me unsure they could work at doctoral level
- Most of their work is good and I am reasonably confident that they could work at doctoral level
- Their work is excellent and I would have no doubts about their capacity to work at doctoral level
- Not applicable

8 How would you rate the quality and originality of their written work?

1 IS LOW and 5 IS HIGH

- 1
- 2
- 3
- 4
- 5
- Unable to rate

9 How would you rate their capacity to work independently, without close supervision?

1 IS LOW and 5 IS HIGH

- 1
- 2
- 3
- 4
- 5
- Unable to rate

10 How would you rate their research competence?

1 IS LOW and 5 IS HIGH

- 1
- 2
- 3
- 4
- 5
- Unable to rate

11 What is your overall judgement of their ability to successfully complete a clinical psychology training course?

- I have significant doubts about their ability to complete a course
- I think they would struggle to get through a course
- Although they have some strengths I think they would struggle in some areas
- I think they would manage most areas of the course well
- I think they would have no difficulty in any area of the course
- 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.

SAMPLE - 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 - DO NOT FILL IN

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