



Australian Government



NEW COLOMBO PLAN

Connect to Australia's future - study in the region

## New Colombo Plan Scholarship Program - 2019 Round

### Guide to Referee Reports in New Colombo Plan Online

### (for Applicants and referees)

The following guidance aims to provide further information for Applicants, referees and Australian Universities regarding the referee report process for the 2019 round of the New Colombo Plan (NCP) Scholarship Program using New Colombo Plan Online (refer to Section 11 of the Application Form).

This guide should be read in conjunction with the NCP Scholarships Program Guidelines (<http://dfat.gov.au/people-to-people/new-colombo-plan/scholarship-program/Pages/scholarship-program-guidelines-2019.aspx>). All capitalised terms used in this document have the meaning provided in the NCP Scholarships Program Guidelines. The NCP Scholarships Program Guidelines take priority to the extent of any inconsistency with this guide.

As part of an Application, **each Applicant is required to obtain two referee reports**, to be supplied as part of their application, which must be submitted by **11.59 pm AEST on 30 August 2018**.

When choosing a suitable referee, or before agreeing to be a referee, please note that a referee must be able to comment substantially on the Applicants abilities and experience with respect to the Selection Criteria, and must hold a position that gives their comments credibility (e.g. a position in the Applicant's university, workplace or community). At least **one** report must be prepared by an academic referee.

If you experience any technical issues using the referee report functionality or have any questions, please contact the NCP Scholarship team at [ncp.scholarships@education.gov.au](mailto:ncp.scholarships@education.gov.au).

### Application Form Functionality

The referee report process begins as each Applicant is completing their Application Form. Under Section 11: Referee details of the Application Form, Applicants have the ability to add referees, which will automatically send, using the supplied email address, the referee the report to complete.

Applications for the 2019 New Colombo Plan Scholarships close: **30 August 2018 11:59 PM (AEST) (in approximately a month).**  
The current NCP Online date and time is: **31 July 2018 4:21:01 PM.**

**Application ID: 224299** **Draft**

1. Introduction

2. Applicant details ✓

3. Citizenship and residency ✓

4. Current academic details ✓

5. Host locations and duration ✓

6. Study component ✓

7. Internship / mentorship ✓

8. In-country language training ✓

9. Proposed program

10. Selection criteria

**11. Referee details**

12. Equity and diversity

13. Supporting documentation

### 11. Referee details

As part of your application you are required to obtain two referee reports (including one from an academic referee). These must be completed by your referees before you can submit your application. A referee must be able to comment substantively on the applicant's abilities and experience with respect to the selection criteria, and must hold a position that gives their comments credibility (e.g. a position in the applicant's university, workplace or community). At least one report must be prepared by an academic referee.

Applicants should consider carefully their referees, as their reports may add considerable value to an application through the assessment process.

If you need to change the details of a referee remove the referee and add them again.

You have not yet entered any referees.

**Add referee**

◀ Previous

Next ▶

View as printable PDF

**Submit**

To begin the process Applicants should select the blue 'Add referee' button under Section 11.

**Add referee**

◀ Previous

Next ▶

Applicants can then enter the details of their referees and designate each referee as either an academic or non-academic referee. Each Applicant must have at least 1 academic referee in order to submit their Application.

Referee details

You must complete fields with a \*

\* First name:

\* Last name:

\* Email address:

\* Confirm email address:

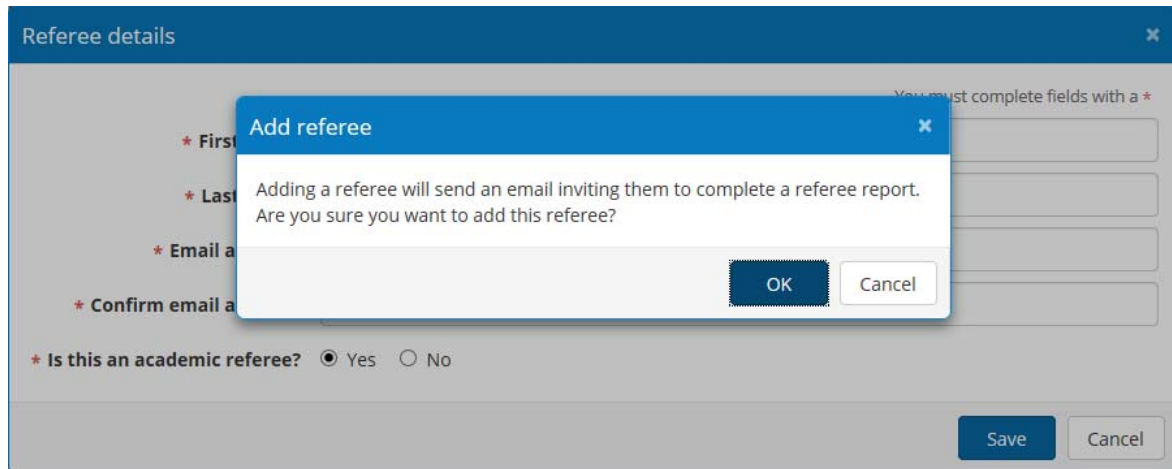
\* Is this an academic referee?

☐ Yes ☐ No

Save

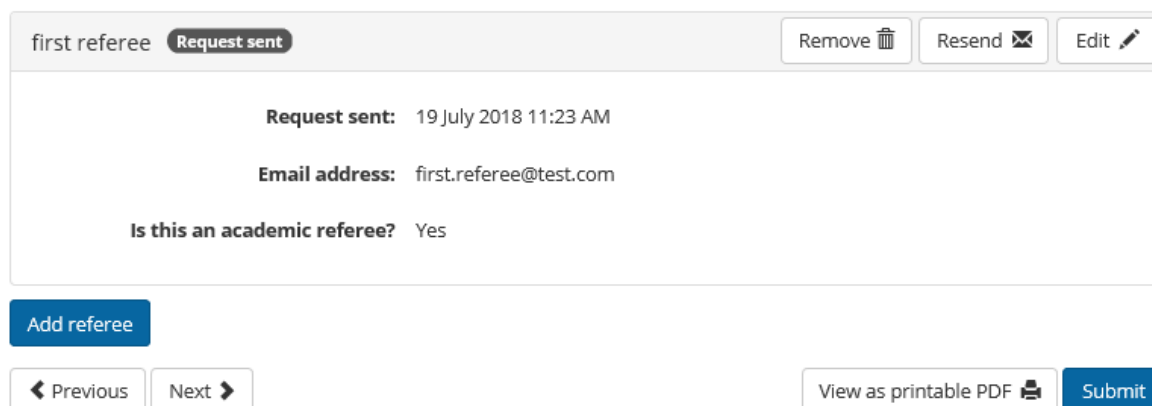
Cancel

Once the Applicant has entered the referee details and selected the 'Save' button, they will receive the notification below advising the referee will receive an email inviting them to complete a referee report and asking the Applicant to confirm they want to do this.



The image shows a web form titled 'Referee details' with a blue header bar. A modal dialog box titled 'Add referee' is overlaid on the form. The dialog contains the text: 'Adding a referee will send an email inviting them to complete a referee report. Are you sure you want to add this referee?'. At the bottom of the dialog are two buttons: 'OK' (blue) and 'Cancel' (white). The background form is partially visible, showing fields for 'First', 'Last', 'Email', 'Confirm email', and a radio button for 'Is this an academic referee?' with 'Yes' selected. A 'Save' button is visible at the bottom right of the form.

Selecting 'OK' will send the referee report to the referee. The status of the referee will appear as 'Request sent'.



The image shows a card for a referee named 'first referee'. The status 'Request sent' is highlighted in a dark grey pill. To the right are three buttons: 'Remove' (with a trash icon), 'Resend' (with an envelope icon), and 'Edit' (with a pencil icon). Below these, the card displays: 'Request sent: 19 July 2018 11:23 AM', 'Email address: first.referee@test.com', and 'Is this an academic referee? Yes'. Below the card is a blue 'Add referee' button. At the bottom of the page are 'Previous' and 'Next' buttons, a 'View as printable PDF' button (with a printer icon), and a blue 'Submit' button.

If the Applicant needs to change one of their referees, a referee request can be cancelled using the 'Remove' button.

If a referee has not received the referee report request email, the Applicant can resend it using the 'Resend' button.

If the Applicant has mistakenly designated the referee as the wrong type (i.e. academic or non-academic), this can be changed using the 'Edit' button functionality.

Referee details

First Referee

You must complete fields with a \*

Email address: first.referee@test.com

\* Is this an academic referee? ☒ Yes ☐ No

To change a referee's name or email address they must first be removed and then added again with the updated details.

Save Cancel

However, if an incorrect email address or name has been entered, the Applicant must create a new referee by removing and re-adding them using their correct details.

Please note that a referee may also edit their name through the referee report. If this occurs the Applicant will be notified via email to ensure the report is completed by the intended referee.

*Dear Applicant*

*Your referee for your 2019 New Colombo Plan Scholarship application updated their name details from First Referee to Initial Referee.*

*Kind regards*

*New Colombo Plan Scholarships Team*

Once the referee has completed their report, the Applicant will be advised via email and the status of the report in the Application will change to 'Complete'.

first referee
Complete
Remove

Request sent: 19 July 2018 11:23 AM

Email address: first.referee@test.com

Is this an academic referee? Yes

Add referee

## Referee Report Functionality

Once the referee has entered the pass key contained in their referee email they will be logged in to their report. **The Applicant will not be able to view the referee report.** The report will be returned directly to the Department of Education and Training once it has been completed.

It is not necessary to complete the entire referee report in one session. The report will be saved each time the referee saves a completed section, allowing the referee to continue later.

**Referee report - Miss Test Two**

Miss Test Two of Australian University is applying for a New Colombo Plan Scholarship and has requested that this referee report be sent to you.

**The type of referee report requested is: Academic**

Please note that the applicant will not be able to view this referee report. You can return to your referee report later using the link and the pass-key provided in the invitation email.  
If you do not wish to provide a referee report, please select the decline button below. The applicant will be advised that the report request has been declined.

**Referee details** Edit

**Name:** First Referee  
**Email address:** first.referee@test.com  
**Position held:** Not specified  
**Institution / organisation:** Not specified  
**Phone:** Not specified

**Nature and length of relationship** Edit

**Relationship to applicant:** Not specified  
**Length of relationship:** Not specified

If the referee does not wish to provide a referee report, the request can be declined using the red 'Decline to offer referee report' button at the bottom of the report. If declining a request to be a referee, please do so as soon as practicable. The Applicant will be advised via email that the request has been declined and can add a new referee in their Application after removing the old referee.

**Decline to offer referee report** **Submit referee report**

The referee is first requested to provide their personal information and the contact details in case further information is required during the Application assessment process. NOTE: If a referee is not willing to provide this information, they cannot be a referee.

The referee may also edit their name. If this occurs the Applicant will be notified via email to ensure the report is completed by the intended referee.

Referee details

You must complete fields with a \*

\* Title:

\* First name:

First

\* Last name:

Referee

Email address:

first.referee@test.com

\* Position held:

\* Institution / organisation:

\* Phone:

Save

Cancel

The referee must also provide details of the nature and length of their relationship to the Applicant.

Nature and length of relationship

You must complete fields with a \*

\* Relationship to applicant:


\* Length of relationship:

 years,  months


Save

Cancel


The referee is then asked to assess the Applicant against the same Selection Criteria specified in the NCP Scholarship Program Guidelines.

<b>Criterion 1: Academic excellence at the tertiary level (40 per cent weighting)</b>	Edit 
Assessment of this criterion will relate to a) the applicant's graded average achieved in tertiary studies, and b) to ungraded academic achievements, such as academic awards and commendations, publications, or other examples of academic excellence at the tertiary level. The applicant's communication skills, higher-order cognitive and critical thinking skills, and engagement in learning will also be assessed. High School academic achievements will not be considered.	
<b>Rating:</b> Not specified	
<b>Comments:</b> Not specified	


  

<b>Criterion 2: Leadership in the community (30 per cent weighting)</b>	Edit 
Assessment of this criterion will relate to the applicant's demonstrated leadership in the community, including volunteer and not-for-profit roles and/or activities they have undertaken in their local community, nationally, overseas and/or in their university.	
<b>Rating:</b> Not specified	
<b>Comments:</b> Not specified	

<b>Criterion 3: Adaptability and Resilience (15 per cent weighting)</b>	Edit 
Assessment of this criterion will relate to the applicant's potential to adapt to change, thrive in a different environment, and demonstrate resilience in the face of challenges.	
<b>Rating:</b> Not specified	
<b>Comments:</b> Not specified	

<b>Criterion 4: Ability to contribute to New Colombo Plan goals (15 per cent weighting)</b>	Edit 
Assessment of this criterion will relate to the applicant's understanding of New Colombo Plan objectives, and how the applicant and their proposed Scholarship Program would contribute to New Colombo Plan goals.	
<b>Rating:</b> Not specified	
<b>Comments:</b> Not specified	

Referees may enter their rating and comments by selecting the 'Edit' button for each Selection Criterion. Comments are limited to up to 300 words. Referees should give the Applicant a rating between A-E for each Section Criterion. However, if a referee feels they are unable to assess the Applicant in relation to a particular Selection criterion they have the option of selecting 'NA', as Not Assessed.

### Criterion 1: Academic excellence at the tertiary level (40 per cent weighting)



Assessment of this criterion will relate to a) the applicant's graded average achieved in tertiary studies, and b) to ungraded academic achievements, such as academic awards and commendations, publications, or other examples of academic excellence at the tertiary level. The applicant's communication skills, higher-order cognitive and critical thinking skills, and engagement in learning will also be assessed. High School academic achievements will not be considered.

You must complete fields with a \*

**\* Rating:**

- ☒ A - Highly meets criterion   ☐ B - Comfortably meets the criterion   ☐ C - Satisfactorily meets criterion   ☐  
D - Marginally meets criterion   ☐ E - Fails to meet criterion   ☐ NA

[Rating descriptions \(link opens new window\)](#)

**\* Comments:**

0 / 300 words

Save

Cancel

### Criterion 2: Leadership in the community (30 per cent weighting)



Assessment of this criterion will relate to the applicant's demonstrated leadership in the community, including volunteer and not-for-profit roles and/or activities they have undertaken in their local community, nationally, overseas and/or in their university.

You must complete fields with a \*

**\* Rating:**

- ☒ A - Highly meets criterion   ☐ B - Comfortably meets the criterion   ☐ C - Satisfactorily meets criterion   ☐  
D - Marginally meets criterion   ☐ E - Fails to meet criterion   ☐ NA

[Rating descriptions \(link opens new window\)](#)

**\* Comments:**

0 / 300 words

Save

Cancel



**Criterion 3: Adaptability and Resilience (15 per cent weighting)**

Assessment of this criterion will relate to the applicant's potential to adapt to change, thrive in a different environment, and demonstrate resilience in the face of challenges.

You must complete fields with a \*

**\* Rating:**

☒ A - Highly meets criterion
 ☐ B - Comfortably meets the criterion
 ☐ C - Satisfactorily meets criterion
 ☐ D - Marginally meets criterion
 ☐ E - Fails to meet criterion
 ☐ NA

[Rating descriptions \(link opens new window\)](#)

**\* Comments:**

0 / 300 words

Save

Cancel

**Criterion 4: Ability to contribute to New Colombo Plan goals (15 per cent weighting)**

Assessment of this criterion will relate to the applicant's understanding of New Colombo Plan objectives, and how the applicant and their proposed Scholarship Program would contribute to New Colombo Plan goals.

You must complete fields with a \*

**\* Rating:**

☒ A - Highly meets criterion
 ☐ B - Comfortably meets the criterion
 ☐ C - Satisfactorily meets criterion
 ☐ D - Marginally meets criterion
 ☐ E - Fails to meet criterion
 ☐ NA

[Rating descriptions \(link opens new window\)](#)

**\* Comments:**

0 / 300 words

Save

Cancel

Once the referee has entered the ratings and comments for all four Section Criteria, the referee is to submit the report by selecting the green 'Submit referee report' button at the bottom of the referee report form.

Decline to offer referee report

Submit referee report

Referees will then be presented with the Referee privacy notice, which outlines the New Colombo Plan Scholarship Program's privacy policy regarding referees' personal information. Once the referee indicates they have read and understood the privacy notice by ticking the box, they can submit the referee report using the blue 'Submit' button.

The submitted report is returned to the Department of Education and Training and will not be seen by the Applicant. A completion notice will be sent to the Applicant to advise the referee report has been completed.

Submit referee report

**Referee privacy notice:**

The Australian Government Department of Education and Training and the Australian Government Department of Foreign Affairs and Trade are bound by the provisions of the Privacy Act 1988 (Privacy Act). Schedule 1 of the Privacy Act outlines the Australian Privacy Principles (APPs), which prescribe the rules for handling personal information.


Without collecting personal information of referees, the Department of Education and Training and the Department of Foreign Affairs and Trade may not be able to assess a student's claims against the selection criteria or contact a referee where necessary during the shortlisting or interview process. Personal information provided to the Department of Education and Training and the Department of Foreign Affairs and Trade in relation to applications under the New Colombo Plan Scholarship Program will be used by the Department of Education and Training and the Department of Foreign Affairs and Trade for the following purpose ("the purpose"):


- administering and performance monitoring the New Colombo Plan Scholarship Program

☐ I have read and understood the referee privacy notice

Submit

Cancel

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## Referee report submitted – New Colombo Plan

Thank you for submitting your referee report. A copy will be sent to you shortly.