

Australia Awards Singapore Intake 2026

Referee Report Template

The applicant has named you as a referee in support of an application for an Australia Awards Scholarship supported by the Australian Government Department of Foreign Affairs and Trade (DFAT) for study in Australia. To assist the selection process, we would like to receive your views on the applicant's suitability for a Scholarship, particularly their capabilities and personal qualities, academic competence (including, where applicable, their research ability) and potential outcomes.

1. Personal details

Applicant's details

Full name (as it appears in passport):

Email:

Area of research interest:

Referee's details

Family name:

Given names:

Mobile no:

Work phone no:

Email:

Employing organisation Name, Town/City, Country

Position title:

Starting date:

Length of time you have known applicant:

Relationship to applicant (e.g. direct supervisor, lecturer, peer, etc):

Authorised official stamp of the organisation

2. Evaluation of applicant's capabilities and behaviours

Please evaluate the applicant against the following criteria

Criteria	Very good	Satisfactory	Needs coaching	Not observed
Shapes strategic thinking (meaning that they: inspire a sense of purpose and direction; focus strategically; harness information and opportunities; and show judgement, intelligence and commonsense)	☐	☐	☐	☐
Achieves results (meaning that they: build organisation capability and responsiveness; marshal professional expertise; steer and implement change)	☐	☐	☐	☐

Criteria	Very good	Satisfactory	Needs coaching	Not observed
and deal with uncertainty; ensure closure and deliver on intended results)				
Cultivates productive working relationships (meaning that they: nurture internal and external relationships; facilitate cooperation and partnerships; value individual differences and diversity; and guide, mentor and develop people)	☐	☐	☐	☐
Displays personal drive and integrity (meaning that they: demonstrate professionalism and probity; commit to action; display resilience; promote and adopt a positive and balanced approach to work; and demonstrate self-awareness and a commitment to personal development)	☐	☐	☐	☐
Communicates and negotiates effectively (meaning that they: communicate clearly; listen, understand and adapt to audience; and negotiate persuasively)	☐	☐	☐	☐

3. Applicant's academic, professional, and technical competence

Please comment on the applicant's, professional experience and/or technical competence in relation to their ability to successfully complete the intended course. (Maximum of 250 words)

4. Applicant's capacity to build networks

Please comment on the applicant's capacity to build effective working relationships, develop professional networks and utilise these linkages to drive change. (Maximum of 250 words)

5. Applicant's leadership skills

Please describe the applicant's leadership capacity and skills, listing examples as applicable. (Maximum of 250 words)

6. Referee's declaration and signature

I declare that the information in this report is true and correct.

Signature

Date