 

**Referees Report**

***Confidential Reference for an Applicant for admission to study a Research Degree course with the NERC SENSE Earth Observation CDT***

Please note, the Applicant must complete **Section A** before forwarding the report to the Referee. The Referee should then complete and endorse **Section B** with a signature/stamp (where possible) and **return the reference by email to: env-pgr@leeds.ac.uk**

**Section A** – to be completed by the Applicant

**Applicant Details**

|  |  |
| --- | --- |
| Family Name |  |
| Other Name(s) |  |
| Title |  |
| Programme of Study applied for | PhD |
| School/Department applied to  | SENSE Earth Observation CDT |

**Section B – to be completed by the Referee**

**Referee Details**

|  |  |
| --- | --- |
| Family Name |  |
| Other Name(s) |  |
| Title |  |
| How long have you known the Applicant? |  |
| In what capacity do you know the Applicant? |  |
| If this is an academic reference, please state the academic institution in which you are/were employed |  |
| E-mail/telephone number |  |

The Applicant named above has applied to study in the SENSE Earth Observation CDT and has named you as a Referee. We would be most grateful if you could let us know confidentially whether in your opinion the Applicant possesses the necessary academic and personal qualities to undertake such a course.

In addition, it would be helpful if you could provide us with the following information, in as far as you are able:

* The standard, actual or anticipated, of the applicant’s current/previous academic work
* Your opinion and expectations of the applicant’s ability in research and writing
* Your opinion of the suitability of the proposed field of study/research area for the applicant

In order to assist the Applicant in receiving a prompt decision about their application please return the reference **within 10 working days**.

**Please do not use name or refer to gender in this reference, including he/she/her/his.** SENSE anonymises all applications received to remove unconcious bias. You will help remove unconscious bias by referring to the applicant as ‘they/their’.

When writing please think: would you use this language to describe an applicant of the opposite gender?

Resources:

[Avoiding gender bias in reference writing](https://www.utc.edu/national-scholarships/faculty-resources/avoiding-bias-in-reference-letters.php)

|  |
| --- |
| **Reference**ACADEMIC/CHARACTER (please delete as appropriate) |

**Please continue on a separate sheet if necessary**

**Signed ……………………………………….. Date ………………………**

 **(Referee)**

Before submitting please do a quick search for the applicants’ name and he/her/she/his and remove as appropriate.