



Academic Reference Form

SWINBURNE ABROAD-STUDENT EXCHANGE PROGRAM

To the Referee -

The following student is submitting an application to participate in an exchange program at one of our partner universities overseas. Would you please provide an academic reference for this student by commenting on this student's academic and personal suitability for Exchange?

Please complete this form and return it to the Swinburne Abroad Office - Mail H5 within 5 working days. Thank you.

Name of Applicant: _____ Student ID: _____

Degree Course: _____ Years completed: _____

Intended Exchange Destination: _____

Name of Referee: _____ Room No: _____

Position Title: _____ Faculty: _____

Telephone: _____ Email: _____

How long and in what capacity have you known the applicant?

Please rate the applicant in terms of the following qualities and abilities.

	Exceptional	Good	Average	Poor	Unable to assess
Communication skills:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisational ability:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity/independence:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability/flexibility:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation/commitment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on the applicant's general suitability for the Exchange Program. You may wish to comment on the student's academic ability, especially in regard to understanding and carrying out assignments, meeting deadlines, classroom participation, attendance and/or your perception of their ability to gain from the experience and to share their knowledge on returning to Australia.

Recommendation for an International Exchange:

- Strongly Recommend
- Recommend
- Recommend with Reservation
- Do not recommend

Signature _____ Date _____ / _____ / _____

This reference is confidential, but if requested by the student, do you give permission for it to be released to partner institutions? Yes No