THE UNIVERSITY OF THE WEST INDIES
OPEN CAMPUS

REFEREE REPORT FORM

SECTION A - To be completed by Applicant
(To be completed in BLOCK LETTERS)

NAME: ______________________________________________________
LASTNAME                      MIDDLE                      FIRSTNAME

PROGRAMME (for which you are applying): ____________________________________________

DEGREE TYPE:  Ph.D ☐ EdD ☐ M.A. ☐ M.Ed ☐ M.Sc. ☐ M.Phil ☐ PG Diploma ☐

CAMPUS (OPEN CAMPUS SITE): _____________________________________________________

DEPARTMENT: ______________________ PROGRAMME DELIVERY DEPARTMENT (PDD)

SECTION B - To be completed by Referee
(To be completed in BLOCK LETTERS)

INSTRUCTIONS TO REFEREE
1. You may make additional comments on a separate sheet of paper which should be attached to and submitted along with
   this form.
2. Please submit your form promptly under confidential cover (see page 3). Your failure to submit a report or late submission
   may prevent a consideration of the candidate’s application.

NAME OF REFEREE: _____________________________________________________________
LASTNAME                      MIDDLE                      FIRSTNAME

ADDRESS: ____________________________________________________________

TELEPHONE (Work): ______________________

TELEPHONE Cell):_____________________

EMAIL: _________________________________________________________________

INSTITUTION/COMPANY: _____________________________________________________

DEPARTMENT/FACULTY: _______________________________________________________

POSITION: _________________________________________________________________

HIGHEST DEGREE EARNED: ____________________________________________________

State how long you have known the applicant and in what capacity (i.e. Academic Supervisor, Instructor, Employer, etc.)
__________________________________________________________________________

__________________________________________________________________________
Please give an assessment of the applicant’s demonstration or potential for demonstration of the following attributes by placing a tick in the appropriate column:

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Outstanding</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Inadequate Opportunity To Observe</th>
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<tbody>
<tr>
<td>Critical and creative thinker</td>
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<td>Effective Communicator</td>
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<td>Innovative and entrepreneurial</td>
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<td>Globally aware and well-grounded in regional identity</td>
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<td>Socially, culturally and environmentally responsible</td>
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<td>Guided by strong ethical values</td>
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<td>Reflective Leader</td>
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<td>Achievement Oriented</td>
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<td>Scholar-Practitioner</td>
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</table>

Please give your assessment of the applicant’s academic fitness and general suitability to undertake the proposed course of study or research at The UWI, in relation to the qualification sought.

- Exceptionally suitable
- Very suitable
- Moderately suitable
- Unsuitable
- Other (please give further details below)

SECTION C - To be completed by Referee
For applicants applying for a postgraduate scholarship

I would recommend the award of a postgraduate scholarship to this applicant.

- Very strongly
- Strongly
- Without enthusiasm
- I am unable to recommend this applicant for a postgraduate scholarship
TO BE COMPLETED BY ALL REFEREES

You are invited to add in the space below, any further comments which you think may be relevant, and which could assist us in our evaluation of the applicant’s potential for postgraduate studies and research.

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Signature of Referee ___________________________________________ Date __________________________

PROCEDURE FOR SUBMISSION

OPTION 1. Submission via email: Please send completed form as a pdf file to graduate@open.uwi.edu.
Please use the following subject line format “Referee Report for INSERT NAME OF APPLICANT”. 

OPTION 2. Submission via mail, courier or hand delivery:

i. Enclose your completed referee report form in a sealed envelope.
ii. Sign your name across the seal.
iii. Submit the form to the address below:

The Assistant Registrar
Recruitment, Admissions and Registration
The University of the West Indies Open Campus
Open Campus Registry
Located Adjacent to Central Stationery Stores on
The University of the West Indies, St. Augustine Campus
St. Augustine
Trinidad & Tobago W.I.