

**E4 DTP Reference Form**

To be completed by referees in support of an E4 DTP candidate

Thank you for providing a reference for one of our candidates. They have nominated you as one of their two referees and you will receive an automatic email from our application platform containing a link to access a portal where you can upload the form.

**Please complete the below form, save as a pdf single file and upload via your portal by Thursday 4 January 2024, 12 noon**. Once you save the changes, you will be able to see the document correctly uploaded. This means we can also see it at our end. (There is no “submit” button)

If you face any issues with the uploading process, please get in touch at [e4dtp.info@ed.ac.uk](mailto:e4dtp.info@ed.ac.uk).

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| **IMPORTANT**   * We encourage you to review this [short briefing on unconscious biases](https://royalsociety.org/~/media/policy/Publications/2015/unconscious-bias-briefing-2015.pdf)[[1]](#footnote-1) to prompt you to consciously consider these before completing this form. * **If you are part of the supervision team of the E4 PhD project for which the candidate is applying, you are NOT eligible to provide a reference. Please make the candidate aware of this so they can contact another referee as soon as possible.** * Please note that the candidate has the right to see any references written on their behalf. We will disclose reference forms to candidates if requested. * For more information on our recruitment process, Widening Participation and EDI measures, please check our website: [How to Apply | The University of Edinburgh](https://www.ed.ac.uk/e4-dtp/how-to-apply) * Please use gender-neutral terms within the reference itself (such as ‘the applicant’, ‘they’, ‘their’ etc.). |

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| **Referee’s details** | |
| Full name and title |  |
| Institution of affiliation |  |
| Institution’s address |  |
| Work email address |  |

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| **Applicant’s detail and information in support of their application** | | | | | | | | | | | | |
| Applicant’s full name |  | | | | | | | | | | | |
| How long have you known the applicant for and in what capacity? | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Would you encourage this person to study for a PhD in your research group or department? | | | | | Yes No | | | | | | | |
| **Please rate the following attributes of the applicant:** *(Insert “X” in box: 1=lowest – 10=highest)* | | | | | | | | | | | | |
|  | 1 | 2 | 3 | 4 | | 5 | 6 | | 7 | 8 | 9 | 10 |
| Knowledge and understanding |  |  |  |  | |  |  | |  |  |  |  |
| Motivation and enthusiasm |  |  |  |  | |  |  | |  |  |  |  |
| Initiative and independence |  |  |  |  | |  |  | |  |  |  |  |
| Research skills |  |  |  |  | |  |  | |  |  |  |  |
| Communication skills |  |  |  |  | |  |  | |  |  |  |  |
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| **For each of the above attributes, briefly provide some context for the rating given:** | | | | | | | | | | | | |
| * Knowledge and understanding | | | | | | | | | | | | |
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| * Motivation and enthusiasm | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| * Initiative and independence | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| * Research skills | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| * Communication skills | | | | | | | | | | | | |
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| **Please use the box below to add any other information you find useful to support the candidate’s application.** | | | | | | | | | | | | |
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| In the eventuality of the candidate requesting to see this form, would you like to be made aware prior to disclosure? | | | | | | | | Yes No | | | | |

PRIVACY NOTICE- The information you provide will be used by the University to process the candidate’s application. We will share this information with the prospective supervisors of the project(s) the candidate applies for and members of the selection panels in order to review and assess their application. The information you provide can also be disclosed to the candidate via a subject access request. We will use your email address to get in touch with you with regards to the information you provide, as necessary. We will securely hold the personal data you provided us for a maximum of 1 year following the end of the applications cycle in case the applicant was not successful with their application. If you have any questions about your personal data and how it is managed, please email [e4dtp.info@ed.ac.uk](mailto:e4dtp.info@ed.ac.uk) or refer to the University of Edinburgh [Continued privacy notice](https://www.ed.ac.uk/records-management/notice) for more information.

1. <https://royalsociety.org/~/media/policy/Publications/2015/unconscious-bias-briefing-2015.pdf> [↑](#footnote-ref-1)