

**Extra-Curricular Activities (ECA)**

**Awards**

**Reference Form**

**2017**

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| --- | --- |
| **Name:** | **Position:** |
| **Organisation:** | **E-mail:** |
| **Telephone:** | **Mobile:** |
| **Address:** | |

**Maynooth University Extra Curricular Activities Awards Guideline for Referees**

Please provide a summary of the nominee’s involvement in extra-curricular. You might find the following guidelines of some assistance.

* Describe the activity
* State the level of involvement and duration of involvement i.e. involvement for an average of 5 hours a week during a specified time period e.g. 3 years
* Give examples of the nominee’s individual achievements and/or his/her contribution to group achievement
* Outline the position(s) of responsibility or leadership held
* Give examples of the nominee’s initiative (ideas formulated and carried through)
* If appropriate give an overview of the diversity within an individual activity and/or across a range of activities
* List the skills required and how they might contribute to the nominees personal and professional development
* Examples of any legacy left as a result of the nominee’s involvement and how the nominee enhanced the reputation / profile of the University?
* Give an evaluation of the candidates work in the respective activities

If you have any queries please do not hesitate to contact the Student Engagement Office:

Email: [student.engagement@nuim.ie](mailto:student.engagement@nuim.ie)

Tel: 01-7086071

**REFEREE INFORMATION**

**REFERENCE**