Maynooth University John Pat Hume Doctoral Awards 2018

Guide for Referees

Please read this document carefully prior to completing the referee form

1. Introduction

Maynooth University's John and Pat Hume Doctoral Awards scheme is a competitive programme which supports suitably qualified students intending to enter a doctoral programme at the University. Evaluation criteria include the applicant's academic record and quality of research proposal submitted for the competition. References form a crucial part of funding applications and it is very important that references are to the point and frank.

Each funding application must be supported by two referees. Applications that are not supported by two referees by the specified deadline will be deemed ineligible and excluded from the competition. It is therefore very important that your reference is received by the University's Graduate Studies Office on time by the deadline specified below. Late references cannot be accepted.

Subject to Freedom of Information and Data Protection legislation which is now operational in the University, your reference will be treated as confidential.

2. Deadline for submitting references

Referee forms must be **received by 5.00 (GMT), 1ˢᵗ May 2018**

3. Guidelines for referees providing "online reference"

Referees providing a reference will:
   a) enter their details (such as name and contact phone number) into an online form;
   b) upload their completed referee form (with additional personal details and the reference as such);
   c) submit their completed reference.

Once an applicant adds you to their application as an online referee, you will receive an email containing:
   a) a link to the login page,
   b) a link to access the Referee form, and
   c) your "personal access code".

Upon accessing the online system for the first time using the link provided to you in the automated email, you will be asked to create a password. The relevant screen includes instructions regarding password characteristics.

Once you create a password, you will progress to the next screen from which you will access an online form for entering your details and where you will upload your reference.

You do not have to complete and submit your reference in one sitting; you can save the information in the online system and return to your reference later on. Below is a snapshot of the login screen that will be presented to you by the system after you created a password:

If you forget/misplace your personal access code or password, click on "Forgot your personal access code or password?" at the bottom of the relevant screen and follow the instructions.

Below is a snapshot of the screen from which you can access a **section for completing your details** and **upload your referee form**.

Below is a snapshot of the screen with referee details:

Note: all fields must be completed.

Snapshot of the screen for uploading your referee form is below:

The preferred format for references is PDF. The system supports a number of other formats. Information about supported formats and other technical specifications is displayed when you move the cursor over **"more"**, next to the "Upload Document" button.

One you upload your completed referee form, you can view it. To view your uploaded form, click at **"view"**.

If you are not happy with the uploaded referee form and want to upload a new one, you can simply upload a new form into the system; it will replace the form uploaded previously. To delete an uploaded referee form, click on the "Delete" (next to "View", as highlighted on the previous screen snapshot).

Finally, you can review your reference and submit it, from the following screen:

Please note that once you submit your reference, it is not possible to make any changes.

Recommended system requirements for using the online system

Maynooth University uses a third party service, therefore some email addresses and urls used are those of the service provider. All information provided by applicants and referees will only be used by Maynooth University in the process of collecting and processing scholarship applications. No third party will have access to the data.

Supported browsers include Internet Explorer 9 and 11, Firefox, Chrome and Safari.
While the majority of features will work with other browsers, full compatibility is guaranteed and support offered is for the browsers mentioned above.
If you are using one of the supported browsers and are experiencing problems, we encourage you to upgrade to the latest version. If you still experience problems after upgrading, please make sure that your browser is set to accept cookies. Also, make sure the following browser settings are enabled:

JavaScript must be enabled.
Popup blockers must be disabled.
If your browser has a section for trusted sites, please enter these two URLs:

http://rec.hobsons.co.uk
https://rec.hobsons.co.uk
You will need Adobe Reader 6.0 or higher to download, view and print PDF files. While PDF files should work with most other PDF viewers, we can only guarantee full compatibility and support for Adobe Reader 6.0 or higher.

If your email offers a whitelist, please add the following address:
support@hobsons.com

4. Enquiries

If you have an enquiry for which this Guide does not provide an answer, please email
humephdscholarship@mu.ie