



Maynooth University

John & Pat Hume Doctoral Awards 2023-24

Guide for Referees

Please read this document carefully prior to completing the referee (recommender) form.

Introduction

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

Two referees must support each application. Applications that are not supported by two references by the specified deadline will be deemed ineligible and excluded from the competition. It is therefore very important that your reference is uploaded to the on-line PAC application system 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.

Deadline for submitting references: 12 midnight , Monday, 30th January 2023

Guidelines for referees providing “online reference”

Once an applicant adds you to their application as an online referee, you will automatically be sent an email from the on-line PAC application system, requesting a reference. The email will include a “recommender template” which should be downloaded, completed and uploaded to PAC. Referees providing a reference must download the “recommender template” included in the email.

- a) You must enter your details as requested into the online system
- b) You must include the following
 - Name and address of University/Institute where you are/were employed
 - Relationship between you and the applicant

- Please indicate how the applicant compares to other students at the same academic/professional level that you have interacted with – Top 5%, 20%, Above average, below average
 - Please provide your observations on the characteristics and achievements of the applicant. Comment on the suitability of the applicant for a research programme and, potentially, a research career (max 500 words)
- c) Upload your reference to PAC and submit.

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

If you have an enquiry that is not addressed in this Guide, please email humephd scholarship@mu.ie