 

EastBio Reference Request Form

# Guidance

*You the EastBio candidate are expected to ask your two referees (one of whom may be a professional or industrial contact rather than an academic) to complete this form in the capacity they have known you and your work, then submit the form to the EastBio partner institution that hosts the PhD project you are applying for. Read the following carefully:*

* *The references must be submitted to the institution hosting your project and not to EastBio. You should send your two referees this form and the email or link where the form must be submitted to (details that you will have retrieved from the FindAPhD project advert). You should ask them to complete the form and submit it on your behalf, in support of your EastBio application.*
* *By when? The EastBio closing date for applications is the* ***15th of December 2025****. You should therefore make sure that your references get submitted by your two referees no later than that date. Be aware that some institutions have an earlier or different deadline for references (specified on the FindAPhD project advert) so do take any such dates into account when you are planning your application and contacts with your referees.*
* *Please advise referees that some of the EastBio partner institutions may use an online application system: one example is the EUCLID, used by the School of Biological Sciences and the School of Chemistry, University of Edinburgh. In these cases, the system will automatically email your referees once you will have entered their details on the portal giving them 10 days to submit their references; in other words, EUCLID will not use the EastBio closing date of the 15th of December. Be aware of that discordance and communicate clearly the situation to your referees so that they will have their reference ready to be submitted once they receive the automated request from the application portal and not after the 15th of December. EastBio encourages early applications and queries.*
* *Be aware of your referees’ limited availability and try to give them as much notice as possible to allow them to provide a reference for you in time.*
* *We do not accept reference by the supervisors of the project you are applying for (whether first or co-supervisors, academic or CASE partners).*

*If you have any questions, please email the admin contact given on the FindAPhD PhD project. Make sure you carefully read the EastBio guidance for candidates at* [*our website*](https://biology.ed.ac.uk/eastbio/how-to-apply)*.*

***Application deadline: 15th of December 2025, midday***

EastBio is committed to principles of [Equality, Diversity and Inclusion](https://biology.ed.ac.uk/eastbio/equality-diversity-inclusion) and implements best practice in this respect for its recruitment. All our nominated applicants are scored numerically before they are put forward for an interview by the EastBio interview panels; shortlisting academics have received training in unconscious bias and are gender and, when possible, career-breadth checked. See some [advice on unbiased practice](file:///C:/Users/mfilippa/Downloads/see%20https:/www.utc.edu/national-scholarships/faculty-resources/avoiding-bias-in-reference-letters.php).

# Reference form

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Candidate’s full name** | | | | | | | | | | | | | |
| EastBio Partner Institution the candidate has applied to |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Referee details** | | | | | | | | | | | | | |
| Full Name & Title |  | | | | | | | | | | | | |
| Current role |  | | | | | | | | | | | | |
| Affiliation |  | | | | | | | | | | | | |
| Email address |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| How long have you known the applicant and in what capacity? | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Please rate the following attributes of the applicant, below.  (*Insert X in box, 1=lowest – 10=highest)* | | | | | | | | | | | | | |
|  | | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | | 8 | 9 | 10 |
| subject-specific knowledge/understanding | |  |  |  |  | |  |  |  | |  |  |  |
| motivation and enthusiasm | |  |  |  |  | |  |  |  | |  |  |  |
| initiative | |  |  |  |  | |  |  |  | |  |  |  |
| reliability | |  |  |  |  | |  |  |  | |  |  |  |
| practical skills | |  |  |  |  | |  |  |  | |  |  |  |
| communication skills | |  |  |  |  | |  |  |  | |  |  |  |
| personal interaction | |  |  |  |  | |  |  |  | |  |  |  |
| resilience | |  |  |  |  | |  |  |  | |  |  |  |
|  | | | | | | | | | | | | | |
| What final grade do you expect the applicant to achieve (or has achieved), and/or what is/was their ranking in the class? | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Would you encourage this person to study for a PhD in your group?  *Insert Yes or No* | | | | | | | | | |  | | | |
|  | | | | | | | | | | | | | |
| Letter of recommendation (max 500 words) | | | | | | | | | | | | | |
| *Please* ***insert your reference, below,*** *including comments on the following attributes of the applicant:*   * *subject-specific knowledge/understanding* * *motivation and enthusiasm for science* * *initiative* * *reliability* * *practical skills* * *communication skills* * *personal interaction* * *resilience*   *If you feel this applicant faced specific circumstances, which may have resulted in lower grades or a less direct route to the PhD, you are welcome to mention these if you feel it is significant. EastBio is committed to recruiting our students from a wide range of backgrounds and circumstances.*  [*type your response below*] | | | | | | | | | | | | | |

*Thank you for providing this reference to assist the EastBio Partnership Management Group with our selection process. We will only use this information to process the candidate’s application by sharing it with the prospective supervisor(s) of the project the student applied for, the EastBio Management Group that carries overall responsibility for the recruitment process, and members of the selection panels. We may use your email address in case the relevant selection panel chair needs to clarify anything on this form. If you have any queries, email the* [*EastBio team*](mailto:enquiries@eastscotbiodtp.ac.uk)*.*