

## Unitec Scholarships Academic Reference Letter Request Form

**Instructions for Students applying for the scholarship:** please print and complete the student section below and then pass along to your academic lecturer to complete section. Please inform you lecturer of the scholarship deadline (the date the scholarship closes) and ask them to either return this letter to the scholarships team via email: [scholarships@unitec.ac.nz](mailto:scholarships@unitec.ac.nz)

*NB: We highly recommend providing your academic lecturer atleast 3 working days before the scholarship deadline to ensure they have enough time to complete it. Please ask them to confirm to you when they have sent it.*

<i>To be completed by student</i>	
<b>Name</b>	
<b>ID</b>	
<b>Programme of study</b>	
<b>Name of Scholarship</b>	
<b>Scholarship Deadline</b>	

**Instructions for Academic/Tutor:** The above student is applying for a Unitec Scholarship. As part of their application, they are required to submit an academic letter of reference. Please complete the below to the best of your ability and send it directly to the scholarships team: [scholarships@unitec.ac.nz](mailto:scholarships@unitec.ac.nz)

<b>Name</b>	
<b>Position</b>	
<b>School</b>	
<b>Lecturer of ____ Course/Paper the above student is enrolled in</b>	
<b>1. Academic Achievement</b>	
On a scale of 1-10 please provide an average for the applicants academic performance to date in courses you have been involved in. Rating is from 10 Exceeded expectations of the course to 1 struggles to meet the demands of the course(s).	
1	2      3      4      5      6      7      8      9      10
Please provide any additional comments on the student's ability to date that you feel might be relevant for the selection panel to consider:	
<b>2. Attendance</b>	
Please provide the student's attendance rates for current semester of study and add any additional comments you feel might be relevant for the selection panel to consider.	
<b>3. Engagement &amp; contribution to classes</b>	
On a scale of 1-10 please rate the student's class engagement and contributions towards your course(s). 10 would be contributes regularly and is actively engaged in class discussions, projects, etc, 1 would be never contributes or engages in class discussions, projects, etc.	
1	2      3      4      5      6      7      8      9      10
Please provide any additional comments on the student's Engagement and contributions to class that you feel might be relevant for the selection panel to consider:	

