

# GRADUATE WOMEN VICTORIA

*Serving and empowering women through education and advocacy*



## Information for Referees

Graduate Women Victoria offers scholarships and bursaries to women students who can show that, despite experiencing disadvantage in pursuing their studies, they are capable of achieving high academic standards. While applicants are required to present evidence of disadvantage in their application, it is their academic performance (actual and potential) that referees are asked to address. Material submitted as evidence of disadvantage is treated as highly confidential and not visible to referees in the application, but if the referee has prior knowledge of the applicant's disadvantage and considers it relevant, a comment to this effect is welcome.

2025 awards are available in these categories:

- Indigenous Undergraduate
- Indigenous Postgraduate
- Masters of Teaching/ Education Masters
- Fourth Year Honours in Arts/Humanities
- Masters Coursework, Extended, Research
- PhD

More detail, including examples of relevant disadvantage, can be found at <http://gradwomenvic.org.au>, especially in the [Essential Scholarship Information \(ESI\)](#) section.

## Reference Requirements

Applicants are required to provide the names of two referees who are familiar with their academic record and willing to submit a confidential reference online. If it is not possible for an applicant to submit two academic references, we accept one from an academic and another from an appropriate person such as a teacher, an employer or student welfare officer.

Only one academic reference is required for Indigenous undergraduate applicants. The second reference should be from a member of the Aboriginal and Torres Strait Islander community familiar with the applicant.

## Process for Referees

As soon as an application is submitted, the referee will receive an automatically generated email requesting them to log into the online application site and complete a form giving an academic assessment of the applicant. They will also be given an opportunity to make any further comments that could be helpful to the assessment panel, including reference to any information they may have as to the applicant's disadvantage. Comments may be copied and pasted from a Word document to the site.

Please Note:

- References should be submitted as soon as possible after receiving the request, and no references can be accepted after the final closing date of 11 April 2025. Students without references at that date will be ruled ineligible.
- Applications may be submitted at any time up to 31 March but as soon as an application has been submitted, the request for a reference will be sent. These requests are sometimes blocked by firewalls and hence not received.

To ensure that no applicant is disqualified because of missing references:

- applicants should inform their referees as soon as they have submitted.
- if referees have not received the invitation to submit within three days of that information, they should check their junk /spam files for an email from [administrator@grantinterface.com](mailto:administrator@grantinterface.com).
- if the request is not found there, referees should contact [gradwomenvic@gmail.com](mailto:gradwomenvic@gmail.com) for assistance.

Graduate Women Victoria is grateful to all referees for the support they give to their students in providing these references and thanks them for the gift of their time and expertise.