

# Referee Guidance Notes

July 2024

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You have been nominated to provide a reference to support the application of a candidate for membership at the UK Young Academy. The following guidance provides an overview of the UK Young Academy and its membership selection process as well as some supporting notes for completing your referee form.

We would recommend you read through the entire document before proceeding with your supporting statement. Additional information about the UK Young Academy can be found on our [website \(ukyoungacademy.org\)](https://www.ukyoungacademy.org).

If you have any questions about acting as a reference or the UK Young Academy in general, please contact [enquiries@ukyoungacademy.org](mailto:enquiries@ukyoungacademy.org).

**Completed referee forms must be submitted via the online application portal by no later than 3pm (BST) on Wednesday 16 October 2024.**

**Your personal link to access the portal will be emailed to you once we have received a completed application form. Unfortunately, we are unable to accept references by email.**

## 1. About the UK Young Academy

The UK Young Academy is an interdisciplinary organisation of UK-based early-career researchers, innovators and professionals from across society who share a passion to improve our world.

Launched in June 2022, it is part of a [global initiative of Young Academies](#) who give a voice to individuals with ideas, initiative and drive who wish to work together to contribute to national and global decision-making.

The UK Young Academy has been established in line with the [Guiding Principles of Young Academies](#) published in 2019: Excellence, Interdisciplinarity, Impact, Equality, Diversity and Inclusivity, Responsibility, Sustainability, Independence, Integrity, Transparency and Openness.

Members of the UK Young Academy decide on our work programmes, which spans across all areas of our members' expertise, finding innovative ways of working and sharing knowledge. While we are independent in our approach, we collaborate with other Young Academies and partner organisations on projects to ensure our output is the best it can be. You can read more about what we have achieved as a Young Academy and our current work on our [activities](#) and [events](#) pages.

## **2. Membership application process**

The UK Young Academy is welcoming applications for its next membership cohort. We are looking for dedicated, driven and dynamic individuals who are committed to collaborating with others from a spectrum of different sectors. Our members are selected from across the UK, from a variety of diverse backgrounds and a range of experiences. They are at the forefront of their field, having demonstrated excellence and leadership skills and will be encouraged to help define the UK Young Academy's activities and contribute to its projects during its initial years.

The application for membership to the UK Young Academy covers an applicant's career (50% of score), a personal statement (25% of score) and how they feel they will contribute to the UK Young Academy (25% of score). Applicants are asked to use these sections to demonstrate evidence of outstanding professional achievement, together with other relevant skills, interests and experience they might have. This includes involvement in or enthusiasm for innovation and entrepreneurial activity; interdisciplinary working; interest in both global and national professional and societal policy issues and interest or participation in international collaboration.

Alongside the evidence listed above, the selection committee are looking for broader skills and experience that demonstrate a passion for working with others; a capacity for leadership; interest in wider societal issues and a flair for innovative and creative thinking. Membership applications will be reviewed in Autumn/Winter 2024 with the next membership cohort finalised by Spring 2025.

## **3. Referees**

As part of the application process, applicants are asked to provide details of two references to support their application. Once they submit their application form via the online application portal, referees will be notified automatically and asked to fill out the online referee form to provide your supporting statement. A template of the referee form can be found on the [UK Young Academy's website](#).

If applicants have made previous applications for membership, they will be given the option to reuse referees and previous supporting statements to support their recent application. Referees will be informed of any action needed on their part during the referee process.

Please note, we require all references to be received by the closing date of Wednesday 16 October 2024, 3pm (BST).

Applications which have not been fully completed with references by the closing date may be deemed incomplete and not progressed for review.

## **4. Use of data**

The UK Young Academy is operating under the auspices of the Royal Society in first instance.

Please note that information regarding your supporting statement may be shared with the UK Young Academy, the Royal Society, and relevant partner academies, and the Department of Science, Innovation and Technology (DSIT) for data monitoring and evaluation purposes.

Please refer to the UK Young Academy's [privacy policy](#) for further information on the use of your data.

## **5. Submitting your reference**

You can complete your referee form by visiting our online portal. You will receive a personalised link via email once the applicant has submitted their online form with your link to fill out the supporting referee form. If you do not receive an email after an applicant has submitted their form, and you have checked the email address they have used, please get in touch with [enquiries@ukyoungacademy.org](mailto:enquiries@ukyoungacademy.org).

Note, you may need to register first to access the portal.

We are unable to accept references by email.

## 6. Contact information

If you have any questions about the referee process, please contact [enquiries@ukyoungacademy.org](mailto:enquiries@ukyoungacademy.org).

## 7. Question guidance

Please read the following guidance notes carefully as you complete the form. In the table below, each box represents a page of the referee form; the left-hand column contains the questions within each of these pages as set out in the form and the right-hand column contains useful guidance on its completion.

Note that questions with \* are mandatory fields.

Data Protection	
Data Protection*	Please agree to the data protection statement to proceed with your reference.

SECTION 1: Referee Details	
Referee Name*	This field should be prepopulated from the name that was submitted on the applicant's application form.
Email address*	<p>This field should be prepopulated from the email address that was submitted on the applicant's application form.</p> <p>All correspondence pertaining to your reference submission will be sent to this address throughout the course of the application process.</p>
Current organisation and job title*	<p>Provide details of your current job title and organisation.</p> <p>Review and complete your personal details accurately. Errors in this section can cause difficulties in processing your reference.</p>

SECTION 2: Your relationship with the Applicant	
Applicant name*	This field should be prepopulated with the name of the applicant who has requested a reference.
In what capacity do you know the applicant?*	Please select the relevant answer from the dropdown to indicate how you know the applicant.
How long have you known the applicant?*	Please state how long you have known the applicant in years and months.

SECTION 3: Assessment of Applicant	
What is your assessment of the impact and creativity of contributions made by the applicant?*	<p>Please provide a statement on the impact and contributions of the applicant in respect to the selection criteria: i.e., outstanding professional achievement, involvement in or enthusiasm for innovation and entrepreneurial activity; interdisciplinary working; interest in both global and national professional and societal policy issues and interest or participation in international collaboration.</p> <p>Broader skills and experience that demonstrate a passion for working with others; a capacity for leadership; interest in wider societal issues and a flair for innovative and creative thinking.</p> <p>This may include their professional work and any activities beyond their immediate professional remit.</p> <p><b>Plain text only</b> maximum of 500 words.</p>
What is your assessment of the applicant's potential contribution to the UK Young Academy?*	<p>We are looking for members who are passionate and committed to establishing the UK Young Academy and its work programmes.</p> <p>Please provide a statement on the applicant's potential to support the UK Young Academy in achieving this, should they be selected.</p> <p><b>Plain text only</b> maximum of 500 words.</p>
Confirmation	
Confirmation*	Please agree to the confirmations to submit your reference.