



SAMPLE ACADEMIC SUITABILITY STATEMENT

The deadline for submitting Suitability Statements is **6 December 2023**. The Academic Suitability Statement can only be provided by one person.

You should not normally provide a Suitability Statement for your close relations, members of your immediate household or your business partner. In other words, **the applicant should not have personal connections with you**.

Please consider your duty of care to courses, and ultimately to the public, as well as to the applicant. You can help courses choose the best by providing an **accurate portrayal of the applicant: both their weaknesses and their strengths**.

Application to these courses is highly competitive and Suitability Statements can play an important part in selection. **Not providing a Suitability Statement, or being unable to answer some of the questions, could adversely affect the applicant**.

All the questions are mandatory. Most questions have a "not applicable" or similar option if strictly necessary.

When you Submit the Suitability Statement we will email to confirm receipt. You **cannot edit the Suitability Statement after you have submitted it**.

Whilst it is Clearing House policy to keep Suitability Statements confidential, due to data protection law this cannot be guaranteed. If an applicant requests a copy we will contact you for your authorisation to release it. However, please **assume that applicants may be able to see the Suitability Statement**. Please [see the Data Protection & Privacy section of our website](#) for further details.

Thank you for your help. If you have any queries please email us at chpccp@leeds.ac.uk

Applicant's Name:

Applicant's Occupation/Role (when they worked/studied with you):

Dates you worked with the applicant (month & year):

From To

Your Name:

Your Occupation/Role:

Your Email Address:

Your Address:

How many Suitability Statements have you ever written for Clearing House applications?

- 0
- 1-3
- 4-6
- more than 6

Compared with other Clearing House applicants you have written Suitability Statements for, where would you place this applicant on a scale of 1-5?

- 1 – much worse than others
- 2
- 3
- 4
- 5 – the best
- Unable to rate

I know the applicant:

- casually
- fairly well
- very well

I have known the applicant as:

- an undergraduate student
- a postgraduate student/research assistant
- a salaried member of staff
- other (please specify):

I have known the applicant for:

- less than one year
- one to two years
- over two years

If you are writing a Suitability Statement on the basis of **undergraduate academic performance**, what class of degree did they obtain/are expected to obtain?

- 1st
- High 2:1 (67-69.9)
- Mid 2:1 (64-66.9)
- Low 2:1 (60-63.9)
- 2:2
- 3rd
- Not applicable

If you are writing a Suitability Statement on the basis of **postgraduate study**, using your judgement of the standard expected for a doctoral level degree, how would you rate the applicant's overall academic performance:

- Some of their work is unsatisfactory and they are unlikely to be able to work at doctoral level
- Some of their work is satisfactory but I have doubts about their ability to work at doctoral level
- Some of their work is good, but variability in their work makes me unsure they could work at doctoral level
- Most of their work is good and I am reasonably confident that they could work at doctoral level

- Their work is excellent and I would have no doubts about their capacity to work at doctoral level
- Not applicable

How would you rate the quality and originality of their written work?

- 1 - poor
- 2
- 3
- 4
- 5 - excellent
- Unable to rate

How would you rate their capacity to work independently, without close supervision?

- 1 - poor
- 2
- 3
- 4
- 5 - excellent
- Unable to rate

How would you rate their research competence?

- 1 - poor
- 2
- 3
- 4
- 5 - excellent
- Unable to rate

What is your overall judgement of their ability to successfully complete a clinical psychology training course?

- I have significant doubts about their ability to complete a course
- I think they would struggle to get through a course
- Although they have some strengths I think they would struggle in some areas
- I think they would manage most areas of the course well
- I think they would have no difficulty in any area of the course
- Can't comment

If you are **rating 3 or lower** for any question above please give reasons in the text questions below.

For the text questions below, please demonstrate the **person's ability/competence/performance by giving brief specific examples**, bearing in mind that courses receive 100s of applications.

To assist anonymisation, in the text questions below please **use "the applicant" or "X" instead of their name**, use "they" or "s/he" instead of he or she etc.

Please limit your comments to the spaces given below.

Please comment on the applicant's academic ability and potential including details of attainments to date.

SAMPLE - DO NOT FILL IN

Please comment on the applicant's ability to apply their academic knowledge to practical problems e.g. lab work, research projects.

SAMPLE - DO NOT FILL IN

Please comment on the applicant's ability to interact satisfactorily with staff and peers/colleagues.

SAMPLE - DO NOT FILL IN

Please comment on the applicant's overall suitability for postgraduate training as an applied clinical scientist/practitioner.

SAMPLE - DO NOT FILL IN