

SPRING GRADUATE AWARDS REFERENCE FORM

Please return to:	Graduate Program Name:	
	Mailing Address:	
	E-mail Address:	
By this Deadline Date:		

Last name of applicant:	First name of applicant:	UBC Student Number:
I have <input type="checkbox"/> read <input type="checkbox"/> not read the applicant's application materials.		
I have known the applicant in my capacity as _____ for _____ years.		
Name of referee	Telephone Number	
Subject Field	Academic Rank	
Organization		
Department/Division		
E-mail address		
Date	Signature 	

In providing your assessment in each section below, consider the applicant in comparison to other students in similar disciplines and at a similar stage in their graduate studies, with whom you have interacted during the last five years.

Section 1: Academic Excellence - As demonstrated by past academic results, transcripts, awards and distinctions.
(Represents 50% of selection criteria for Master's applicants; 30% for doctoral applicants)

Rating: Top 2% Top 5% Top 10% Top 25% Unable to comment

Provide an assessment of the applicant's skills, abilities, achievements, awards, experience and contributions related to this criterion. Use concrete examples. 2,000 characters maximum.

Section 2: Research Potential - As demonstrated by the applicant's research history, his/her interest in discovery, the proposed research, its potential contribution to the advancement of knowledge in the field, and any anticipated outcomes. (Represents 30% of selection criteria for Master's applicants; 50% for doctoral applicants)

Rating: Top 2% Top 5% Top 10% Top 25% Unable to comment

Provide an assessment of the applicant's skills, abilities, achievements, awards, experience and contributions related to this criterion. Use concrete examples. 2,000 characters maximum.

Section 3: Leadership, Personal Characteristics, and Interpersonal Skills - As demonstrated by the applicant's past professional and relevant extracurricular interactions and collaborations. (Represents 20% of selection criteria for all applicants)

Rating: Top 2% Top 5% Top 10% Top 25% Unable to comment

Provide an assessment of the applicant's skills, abilities, achievements, awards, experience and contributions related to this criterion. Use concrete examples. 2,000 characters maximum.

Completing the Spring Graduate Awards Reference Form

Spring Graduate Awards - Applicant Instructions

Complete the following fields:

- Your graduate program address – ask your graduate advisor or graduate secretary for the appropriate address to put in this section.
- Last name of applicant
- First name of applicant
- UBC student number

Provide this reference form to your referee for completion. Provide a copy of your application to your referee as well.

Important Note: Due to COVID-19 and current work from home arrangements at many institutions, it is highly recommended that your referee email, rather than mail, their completed reference to your UBC graduate program.

Spring Graduate Awards - Referee Instructions

Complete this reference form if you have agreed to evaluate an applicant for the Spring Graduate Awards competition. Once you have completed this reference form, the Spring Graduate Awards adjudication committee will use it to review and assess the application for an award. When writing your appraisal, bear in mind that some members of the multidisciplinary selection committee that reviews applications may not have an intimate knowledge of the field or sub-field in which the candidate proposes to study.

Important Notes:

- Please complete and submit the reference form by the date specified on the form. The adjudication committee will not consider the student's application without it.
- Do not exceed the space provided. **Additional pages will be removed.**
- Due to COVID-19 and current work from home arrangements at many institutions, it is highly recommended that you email, rather than mail, this completed reference to the UBC graduate program indicated at the top of this form.
- The reference form must be signed by the referee - unsigned forms and references submitted as unsigned e-mail messages are not acceptable.
- The applicant should not view the complete Reference Form.
- You must use the information provided by the applicant only to help you complete the Reference Form, and not for any other purposes.
- The information you provide on this form is collected pursuant to section 26 of the Freedom of Information and Protection of Privacy Act (http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00). It will be used only for adjudication purposes in accordance with section 32 of the Act. The Act permits reviewer comments to be disclosed to the candidates, subject to the exceptions in the Act. Generally, your identity as a referee will be protected. However, due to the nature of the application process, applicants are usually aware of who has completed their evaluation. As a result, you cannot expect privacy or anonymity.