Affiliated Fellowship Reference Form

For Master’s Applicants in All Disciplines

|  |  |  |
| --- | --- | --- |
| **Please return to:** | **Graduate Program Name:** |  |
|  | Graduate program email Address: |  |
| **By this Deadline Date:** | | 1 December 2024 before 5:00 pm PT |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Last name of applicant:** | | **First name of applicant:** | | **UBC Student Number:** |
| **I have**  **read**  **not read the applicant’s research proposal.** | | | | |
| **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. The applicant’s strengths and limitations should be assessed, including examples of the applicant’s accomplishments and contributions to support your assessment.**

**Section 1: Academic Excellence - As demonstrated by past academic results, transcripts, awards and distinctions.**

Rating:  Top 2%  Top 5%  Top 10%  Top 25%  Below 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, including spaces.

|  |
| --- |
|  |

**Section 2: Research Potential - As demonstrated by the applicant's research history, their interest in discovery, the proposed research, its potential contribution to the advancement of knowledge in the field, and any anticipated outcomes.**

Rating:  Top 2%  Top 5%  Top 10%  Top 25%  Below 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, including spaces.

|  |
| --- |
|  |

**Section 3: Personal Characteristics and Interpersonal Skills - As demonstrated by the applicant's past professional and relevant extracurricular interactions and collaborations.**

Rating:  Top 2%  Top 5%  Top 10%  Top 25%  Below 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, including spaces.

|  |
| --- |
|  |

**Completing the Affiliated Fellowships Reference Form**

Affiliated Fellowships - Applicant Instructions

Complete the following fields:

* Your graduate program email address and deadline date – ask your graduate program assistant for the appropriate email address and deadline date to put in this section.
* Last name of applicant
* First name of applicant
* UBC student number

Provide this Affiliated Fellowships reference form to your referees for completion. Provide a copy of your Affiliated Fellowships application to your referees as well.

### Affiliated Fellowship - Referee Instructions

Complete this reference form if you have agreed to evaluate an applicant for the Affiliated Fellowships competition. Once you have completed this reference form, the Affiliated Fellowships 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 Affiliated Fellowships adjudication committee will not consider the application without it.
* Do not exceed the space provided. Additional pages will be removed.
* 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/Recon/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.