

## CONFIDENTIAL REFERENCE LETTER

- TO BE COMPLETED BY AN ACADEMIC REFEREE; CHECK WITH YOUR DEPARTMENT AS IT MAY BE POSSIBLE TO SUBMIT ONE PROFESSIONAL REFERENCE.
- PRINT CAREFULLY
- REFERENCE LETTERS ARE TO BE PLACED IN AN ENVELOPE, ENDORSED ACROSS THE BACK SEAL, AND RETURNED TO THE APPLICANT. APPLICANTS ARE NOT TO OPEN THE ENVELOPE. IF A REFEREE IS RELUCTANT TO FOLLOW THIS PROCEDURE, FORWARD THE LETTER IN A SEALED ENDORSED ENVELOPE TO "[NAME OF THE DEPARTMENT TO WHICH THE APPLICANT IS APPLYING], DALHOUSIE UNIVERSITY, HALIFAX, NOVA SCOTIA, CANADA, B3H 4H6".

**THIS SECTION TO BE COMPLETED BY THE APPLICANT BEFORE PASSING TO REFEREE**

FULL NAME OF APPLICANT:

DEGREE TO WHICH YOU ARE APPLYING:

DEPARTMENT/SCHOOL:

THE FOLLOWING SECTIONS ARE TO BE COMPLETED BY THE REFEREE. THE INFORMATION IN THIS DOCUMENT WILL BE TREATED AS STRICTLY CONFIDENTIAL. THE PURPOSE OF THE REFERENCE IS TO ASSESS THE ABILITY OF THE APPLICANT TO UNDERTAKE ADVANCED STUDIES AND RESEARCH. ONCE COMPLETED, RETURN THE COMPLETED FORM, SIGNED AND SEALED IN THE ENVELOPE PROVIDED, TO THE APPLICANT OR SEND THE REFERENCE TO THE DEPARTMENT TO WHICH THE APPLICANT IS APPLYING.

NAME OF REFEREE:

POSITION/RANK:

INSTITUTION:

E-MAIL:

TELEPHONE:

FAX:

MAILING ADDRESS:

### KNOWLEDGE OF APPLICANT

IN REPLY TO: WHAT CAPACITY (EG. TEACHER, SUPERVISOR, EMPLOYER) HAVE YOU KNOWN THE APPLICANT?

HOW LONG HAVE YOU KNOWN THE APPLICANT (YEARS/MONTHS)?

TO APPROXIMATELY HOW MANY STUDENTS IN THE PAST 5 YEARS AND AT THE SAME LEVEL OF STUDY ARE YOU COMPARING THE APPLICANT?

IF YOU HAVE NOT KNOWN THE APPLICANT IN AN ACADEMIC OR RESEARCH CAPACITY, PLEASE INDICATE THE BASIS UPON WHICH YOU FEEL YOU ARE ABLE TO ASSESS THE APPLICANT'S CAPABILITY FOR STUDIES AT THE GRADUATE LEVEL:

### SPECIFIC ABILITIES

| FOR EACH CATEGORY, PLACE A CHECKMARK UNDER THE MOST APPROPRIATE COLUMN. | OUTSTANDING<br>(TOP 5%)  | SUPERIOR<br>(5-10%)      | GOOD<br>(10-25%)         | AVERAGE<br>(25-50%)      | MARGINAL/POOR<br>(LOWER 50%) | NO BASIS<br>FOR<br>JUDGEMENT |
|---|--------------------------|--------------------------|--------------------------|--------------------------|------------------------------|------------------------------|
| PAST ACADEMIC ACHIEVEMENT:  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/>     |
| SCHOLARLY PROMISE:  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/>     |
| INDEPENDENT RESEARCH/STUDY CAPABILITY:                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/>     |
| ENGLISH PROFICIENCY—WRITTEN:  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/>     |
| ENGLISH PROFICIENCY—ORAL:   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/>     |
| CREATIVITY:   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/>     |
| RESOURCEFULNESS:  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/>     |
| ABILITY TO MEET DEADLINES:  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/>     |
| OVERALL, I WOULD RATE THIS STUDENT AS:                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/>     |

**CONFIDENTIAL REFERENCE LETTER**

**IF AN INTERNATIONAL STUDENT, PLEASE INDICATE THE APPLICANT'S ENGLISH LANGUAGE COMPETENCY**

IS THE APPLICANT'S FIRST LANGUAGE ENGLISH?  Yes  No

IF NO, PLEASE ASSESS YOUR VIEW OF THE APPLICANT'S COMPETENCY IN ENGLISH:

WRITTEN:  FLUENT  QUITE FLUENT  WORKING KNOWLEDGE  BASIC KNOWLEDGE  LITTLE OR NO KNOWLEDGE

READ:  FLUENT  QUITE FLUENT  WORKING KNOWLEDGE  BASIC KNOWLEDGE  LITTLE OR NO KNOWLEDGE

ORAL:  FLUENT  QUITE FLUENT  WORKING KNOWLEDGE  BASIC KNOWLEDGE  LITTLE OR NO KNOWLEDGE

**FOR ACADEMIC REFEREES ONLY**

IF THIS APPLICANT WERE APPLYING TO A GRADUATE PROGRAMME AT YOUR INSTITUTION, WOULD YOU:

ACCEPT WITHOUT RESERVATIONS

ACCEPT WITH RESERVATIONS\*

ACCEPT TO A QUALIFYING YEAR ONLY

REJECT

\* EXPLAIN ANY RESERVATIONS:

**FOR NON-ACADEMIC REFEREES ONLY**

WOULD YOU RECOMMEND THAT THE APPLICANT BE ACCEPTED INTO A GRADUATE PROGRAMME?  Yes\*  No

\* EXPLAIN ANY RESERVATIONS:

ADDITIONAL COMMENTS ON THE APPLICANT'S: 1) ABILITY TO CARRY ON ADVANCED STUDY AND RESEARCH; 2) TEACHING ABILITY; 3) PROMISE FOR A SUCCESSFUL CAREER IN THIS FIELD; 4) WEAKNESSES, IF ANY; AND 5) COMMUNICATION SKILLS (ORAL AND WRITTEN). INDICATE THE BASIS OF YOUR GENERAL ASSESSMENT. PLEASE FEEL FREE TO ADD AN EXTRA PAGE IF NECESSARY.

SIGNATURE OF REFEREE:

DATE:

- THE FACULTY OF GRADUATE STUDIES (FGS) WILL ATTEMPT TO MAINTAIN THE CONFIDENTIALITY OF THIS LETTER
- DALHOUSIE ATTEMPTS TO VERIFY ALL REFERENCES FOR APPLICATION TO GRADUATE STUDIES
- REFERENCE LETTERS ARE TO BE PLACED IN AN ENVELOPE, ENDORSED ACROSS THE BACK SEAL, AND RETURNED TO THE APPLICANT. APPLICANTS ARE NOT TO OPEN THE ENVELOPE. IF A REFEREE IS RELUCTANT TO FOLLOW THIS PROCEDURE, FORWARD THE LETTER IN A SEALED ENDORSED ENVELOPE TO "[NAME OF THE DEPARTMENT TO WHICH THE APPLICANT IS APPLYING], DALHOUSIE UNIVERSITY, HALIFAX, NOVA SCOTIA, CANADA, B3H 4H6".