

## INSTRUCTIONS ON COMPLETING **PART II** OF THE UMGF APPLICATION **\*\* FOR REFEREE(S) \*\***

### **WHO SHOULD COMPLETE THIS FORM?**

Complete this form if you have agreed to evaluate an applicant for a UMGF award

*Also:*

Use this form in conjunction with the applicant's copy of the UMGF application form.

Once you have completed the rating form and have attached a letter of support, the Department of Psychology GAFS Committee will use it to review and assess the application for an award.

Complete and submit the signed form and the letter of support prior to the deadline. GAFS will not consider the application without it.

### **GENERAL PRESENTATION**

When you prepare your report on the applicant, follow these guidelines:

- The form and letter of support must be typed
- Print must be in black ink (**typed**), and be of normal quality (minimum standard)
- Text must be single-spaced, with no more than six lines per inch
- If you use a type size measured in points (pts), it must be no smaller than 12 pts
- If you use a type size measured in characters per inch (cpi), it must be no more than 10 cpi
- Condensed type is not acceptable
- The on-line application form is automatically formatted to meet these standards and the type size cannot be changed
- A one page letter of support must be appended  
(this letter must be consistent with the ratings provided in the grid)

### **HOW TO COMPLETE THIS FORM**

Rate the applicant on each of the evaluation criteria in the grid and justify your evaluation in the supporting letter. Rather than providing general comments, assess the applicant's strengths and limitations according to the evaluation criteria. Include specific examples of the applicant's accomplishments and contributions to support your assessment.

*Note* – If you provide exceptionally high or low ratings that are inconsistent with application as a whole, they may diminish the reports' credibility. Please note that this report is CONFIDENTIAL.

### **SUBMIT by email to:**

[Psychology.GraduateOffice@umanitoba.ca](mailto:Psychology.GraduateOffice@umanitoba.ca)

Emailed reference letters must be sent from your institutional email address. If you are using a Mac there may be issues when saving your file. **To ensure your data is properly saved, you should *Print To PDF* or *Export To PDF* once the form is filled out, and email this file instead of the original. Where possible, ensure you are using the newest version of Adobe Reader or Adobe Acrobat.**

**Deadline: March 14**

*"Forms available in alternate formats upon request"*

**PART II – TO BE COMPLETED BY REFEREE**

This report is **CONFIDENTIAL** and must be completed by the student’s proposed advisor or a faculty member from any academic institution with special knowledge of the student.

<b>Last Name of Applicant</b>	<b>First Name</b>
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**THIS REPORT CONSISTS OF THREE PARTS AND ALL PARTS MUST BE COMPLETED:**  
 The information provided on this form is most important to the Awards Committee in evaluating the suitability of the applicant for receiving the UMGF. You are therefore asked to give detailed information (both pros and cons) about the applicant.

(2.1) How long have you known this applicant and in what capacity? (professor, supervisor, committee member etc.)  
 (2.2) Check the boxes that most nearly represent your opinion of the applicant in comparison with a representative group of individuals you have known who have had approximately the same training and experience.  
 (2.3) The letter of support should be typed in black, as the material must be duplicated for the review process.

**2.1** I have known this applicant for \_\_\_\_\_ (#) years in the capacity as his/her \_\_\_\_\_ (professor, advisor, committee etc.) On the basis of my experience with \_\_\_\_\_ (#) students at a similar level over \_\_\_\_\_ years, I would give this student the following rating:

**2.2 RATING FORM (Note: Ratings should be consistent with information contained within the body of the application form – including the marks on the transcripts)**

	EXCEPTIONAL		EXCELLENT		VERY GOOD	GOOD	ACCEPTABLE	UNABLE TO JUDGE
	Upper 2%	Upper 10%	Upper 15%	Upper 20%	Upper 33%	Upper 50%	Lower 50%	
Academic Preparation								
Demonstrated scholarly ability								
Demonstrated Research ability								
Student’s Research Proposal								
Communication Skills (written)								
Communication Skills (oral)								
Industriousness/ Motivation								
Creativity								
Originality								
Judgement								

**2.3 PLEASE ELABORATE ON THE ABOVE RATINGS BY ATTACHING AN ADDITIONAL LETTER OF SUPPORT (REQUIRED)**

Name of Respondent (Print)	Signature	Date
Position	Institution	

**Notice Regarding Collection, Use, and Disclosure of Personal Information by the University**  
 This personal information is being collected under the authority of *The University of Manitoba Act*. Where you have provided personal information about a third party, your signature shall be deemed to include a representation on your part that you have the consent of the third party to provide their personal information to the University of Manitoba. The information you provide will be used by the University for the purposes of determining the applicant’s eligibility for the University of Manitoba Graduate Fellowship and for communication with the Department of Psychology. This personal information may be disclosed to other educational institutions, government departments and co-sponsoring organizations. Information regarding awards may be made public. This personal information will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act* (FIPPA). If you have any questions about the collection of this personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.