



Guidelines for Completing the Departmental Appraisal

Complete this form if you are evaluating an applicant for a Canada Graduate Scholarships - Master's and you are the head of the department or the designate. Before you start completing the form-fillable PDF, make sure you have the applicant's completed Canada Graduate Scholarships - Master's application form, along with his or her official academic transcripts.

Please do not exceed the space provided, as additional pages will not be accepted.

Note: The proposed supervisor must not complete this form.

Complete this form for all CGS - Master's applicants regardless of their current status. This information contributes to a fair assessment and comparison of all applicants whether they are still attending university or have been away for a number of years.

1. Describe the applicant's research potential (e.g., quality of analytical skills, ability to think critically, ability to apply skills and knowledge, judgement, originality, initiative and autonomy, determination and ability to complete projects within an appropriate period of time).

In addition, comment on the applicant's communication skills as demonstrated in the description of the program of study and by work experience, community involvement and other extracurricular activities and the quality of presentation of the application.

Note: If you are unable to provide a useful evaluation due to the length of time since the applicant was last registered in your department, please indicate this on the form.

2. If the applicant is currently enrolled in a master's program at your institution, comment on the research requirements of that program.
3. Has the applicant maintained a first-class average (as determined by your institution) in each of his or her last two years of full-time study? If you are nominating an applicant for a CGS award who has not achieved a first-class average in each of the last two years of study, you must provide a rationale for the recommendation.
4. Indicate the weighted annual averages (grade point, percentage) for each of the last two completed years of study. Annotate the transcripts (do not highlight) to indicate which courses you have used in the calculation.

Submitting this Appraisal

For applications being submitted through a Canadian university

Submit the following documents to the office responsible for managing this program at your university:

- Completed application form and required attachments
- Departmental Appraisal
- All university level transcripts
- Application Checklist

For applications being submitted directly to SSHRC

Submit the form directly to SSHRC, by mail or by FAX, where it will be matched to the applicant's master's scholarship application.

Canada Graduate Scholarships
SSHRC
P.O. Box 1610
350 Albert Street
Ottawa (Ontario) K1P 6G4
Canada

Fax: (613) 992-1787

Important

You cannot save a form-fillable PDF file using Adobe Acrobat Reader (a software available free from the Internet). If you are using Adobe Acrobat Reader, **you can type your information directly into the appraisal form; however, once you close your document, your data is lost.**

We recommend that you compile your information in a word processor document. Once completed, you can then copy and paste this information into the PDF appraisal form. Your data will print only when you exit the field you have just completed. Print and sign the form.

Note: You may purchase Adobe Acrobat 5.0 which will let you save your data to a directory.

Help

If you are having problems with your appraisal form, please consult the Frequently Asked Questions or contact the SSHRC Helpdesk by telephone at (613) 995-4273 or by E-mail at webgrant@sshrc.ca.



Departmental Appraisal

URGENT - DEADLINE MATERIAL

Note: Also available as a form-fillable PDF file at www.sshrc.ca.

For Canada Graduate Scholarships - Master's applicants				
To be completed by the department head or the person designated on behalf of the departmental committee.				
Full name of applicant	Country code	Area code	Number	Extension
Telephone				
Note that under the provisions of the <i>Privacy Act</i> , the names of the referees will not be disclosed. However, the contents of appraisals are accessible to applicants on request, with the exception of comments made regarding other persons and their identities. The information you supply is for adjudication purposes; it is retained in the applicant's file and protected by the <i>Privacy Act</i> .				
1. Describe the applicant's (a) research potential and (b) communication skills. Highlight both strengths and weaknesses.				
2. If the applicant is currently enrolled in a master's program at your institution, comment on the research requirements of that program.				
3. Has the applicant maintained a first-class average (as determined by your institution) in each of his or her last two years of full-time study?				
If no, explain <input type="radio"/> Yes <input type="radio"/> No				
4. What is the applicant's average?				
Second last year _____ / _____ (maximum) Last year _____ / _____ (maximum)				
For department and institution				
Full name of department head or designate (print)	Signature			Date
Full name of organization			Department	
Country code	Area code	Number	Extension	E-mail
Telephone				