

Academic Reference Requirements

Two (2) academic references must be submitted in support of an application. The purposes of academic references are to assess an applicant's academic performance and capabilities in support of an application for admission to a graduate-level academic program. **Therefore, the references must be completed by former professors who are able to assess these attributes accordingly.** References from teaching assistants, postdoctoral fellows, lab technicians and employment supervisors are not admissible for this purpose. However, the applicant is encouraged to submit additional reference letters from professional referees that are appropriate to the field of study.

Applicants must ensure referees have instructions and relevant information (transcripts, resume, curriculum vitae, information on the program applying to) so that the referee may write an appropriate reference.

- 1) **Instructions for referees.** When the applicant submits the online application, referees are automatically emailed with the reference link and provided instructions to submit their references via an online upload. Referees have the option to submit their reference documents via online upload OR may email the documents in pdf format to knesgrad@ucalgary.ca to have the documents uploaded to the student's electronic admission file by the Kinesiology Graduate Program. Note – both the reference letter and ranking form must either be uploaded or emailed from an institutional or business address by March 1st.

The letter and ranking form must both bear the signature of the referee. The letter portion of the reference should be on University letterhead and signed by the referee. Hints for writing excellent academic letters of reference https://soci.ucalgary.ca/sites/soci.ucalgary.ca/files/Hints_for_Writing_Excellent_Letters_of_Reference-1.pdf

- 2) **Reference requirements.** There are 2 components to the academic reference- reference letter and ranking form.

- a) **Reference letter.** The referee is required to provide a reference letter which evaluates the applicant on the below areas.

- Academic ability and record – applicant's general knowledge of the field, or, where appropriate, background preparation in both course work and previous research
- Technical ability and record – originality and ability to synthesize ideas, analytical thinking, skill at measurements, familiarity with techniques or methodologies of the field, ability to discuss critically, ability to express ideas clearly
- Teaching and language ability – applicant's teaching ability as revealed in any instructional role such as the presentation of reports or seminars, and speaking ability. If English is not the applicant's first language, some comment on his/her proficiency in English would be appreciated.
- Professional experience and skill (if relevant) – pertinent strengths and weaknesses

- b) **Ranking form.** The referee is required to complete and submit a signed ranking form (page 2).



Ranking Form for Admission *To be completed by Academic Referee*

Student Name:				Program:				
I have known the applicant in my capacity as <input type="checkbox"/> teacher <input type="checkbox"/> supervisor <input type="checkbox"/> advisor <input type="checkbox"/> employer <input type="checkbox"/> other: please explain								
I have known the applicant for years and months.								
The applicant ranks in the top % of approximately students at the <input type="checkbox"/> undergraduate <input type="checkbox"/> Master's I have encountered in years.								
	Outstanding			Above Average		Average	Below Average	Unable to Judge
	upper 2%	upper 5%	upper 10%	upper 20%	upper 30%	upper 50%	lower 50%	
Background preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential research ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industry/perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgement/critical sense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please rank the applicant as a candidate for the degree program to which he/she is applying:								
<input type="checkbox"/> Highly Recommended <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Unable to Judge								
Please rank the applicant as a scholarship candidate:								
<input type="checkbox"/> Highly Recommended <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Unable to Judge								
Name of Referee <i>(Please Print/Type)</i>				E-mail address <i>(Institutional or Business)</i>				
Position and Department				Institution				
Address				<i>(Institutional or Business)</i> Telephone:				
Signature of Referee:				Date:				

This information is collected under the Post Secondary Learning Act. It is required to evaluate the application for admission to a graduate program and for scholarship purposes. Questions about the collection and use of this information may be directed to Faculty of Graduate Studies, University of Calgary, Calgary, Alberta T2N 1N4