

## Reference Form for Admission into a Graduate Program - *to be completed by Referee*

Please provide the following document(s):

Completed Reference Form for Admission

A separate letter with your evaluation of the applicant's merits and shortcomings in these general areas:

1. **Academic ability and record** – applicant's general knowledge of the field, or, where appropriate, background preparation in both course work and previous research.
2. **Research ability and record** – originality and ability to synthesize ideas, analytical thinking, skill at research design, quality of any research, familiarity with techniques or methodologies of the field, ability to discuss critically, ability to express ideas clearly.
3. **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.
4. **Professional experience and skill** (*if relevant*) – pertinent strengths and weaknesses.

**NOTE:** Please ensure that each page of the letter of reference has the applicant's name noted on it and is dated and signed. **All reference letters must be on official letterhead.**

*Continued*

## Reference Form cont'd

## Music

Student Name:	Program: MUSIC -
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I have known the applicant in my capacity as  teacher  supervisor  advisor  employer  
 other: please explain

I have known the applicant for \_\_\_\_\_ years and \_\_\_\_\_ months.

The applicant ranks in the top \_\_\_\_\_ % of approximately \_\_\_\_\_ students at the  undergraduate  Master's  Doctoral level, I have encountered in \_\_\_\_\_ years.

I have read the applicant's research proposal.  I have **not** read the applicant's research proposal.

This reference may be used for admission purposes.  This reference may be used for scholarship purposes.

	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:**  
 Highly Recommended  Recommended  Not Recommended  Unable to Judge

**Please rank the applicant as a scholarship candidate:**  
 Highly Recommended  Recommended  Not Recommended  Unable to Judge

Name of Referee ( <i>Please Print/Type</i> )	E-mail address ( <i>Institutional or Business – no hotmail, gmail, yahoo</i> )
Position and Department	Institution
Address	( <i>Institutional or Business</i> ) Telephone Fax Number
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.