2017-2018
Academic Assessment Report Instructions
Ontario Graduate Scholarship (OGS)/ Queen Elizabeth II Graduate Scholarship in Science and Technology (QEII-GSST)

General Information

- Two referees are required to complete Academic Assessment Reports, as well as separate reference letters and submit it to the student’s proposed department graduate coordinator.
- For simplicity purposes, students who are also applying for a Tri-Agency (CIHR, NSERC, SSHRC or Vanier) scholarship can instruct their referee to copy the content of their tri-agency assessment into a separate letter (on letterhead) which is signed and dated. (It is okay if another award name is referred to within the letter.)
- References must be academic. Examples of acceptable referees include:
  - the applicant’s current supervisor
  - industrial supervisor
  - previous USRA supervisor
- Choose referees who you feel can give you the strongest letter.
- Applicants should ask a potential referee in advance if they feel they can provide a strong letter.
- Applicants should check with their proposed department graduate coordinator for the preferred method of submission (ie. paper vs electronic). In all cases the letter must bear referee’s signature.

Section 1: Student Information

- Student must complete this section with their information.

Section 2: Department Graduate Coordinator - information

- Student must complete this section with the information of their “proposed” department graduate coordinator.
- Student must provide their referees with a deadline no later than the application deadline of either October 14th, 2016 (if applying for the international competition) or February 1st, 2017 (if applying for the domestic competition).

Section 3: Referee information

- Student must complete this section with their referees’ information.

***NOW STUDENT FORWARDS FORM TO THEIR REFEREE***

Section 4: Referee declaration, academic assessment and signature

- Referee must complete this section with their information and assessment of the student, as well as sign and date the form.
- Referee must complete a reference letter on letterhead, which is signed and dated. If referee has previously written a letter for this applicant for a tri-agency application, the content of that letter can be copied into a new letter (on letterhead) which is signed and dated. (It is okay if another award name is referred to within the letter.)
- Referee must submit both parts of the assessment (Academic Assessment Report and reference letter) to the Department Graduate Coordinator as indicated in Section 2, by the deadline specified.

Last updated: September 1st, 2016.