



## Guidelines for completing the Departmental Appraisal

When writing your comments, bear in mind that applications are reviewed by a multidisciplinary selection committee, some members of which may not be familiar with the field or sub-field in which the candidate proposes to study.

Type your comments using a **12-point font** and do not exceed the space provided.  
**Additional pages will not be submitted to the selection committee.**

### For the Department Head:

1. Read the application form, the two Letters of Appraisal, official transcripts and any other attachments.
2. Rank master's students and doctoral students separately - among other students at their level. Include any bachelor's-level applicants with the master's-level applicants.
3. In the section "Comments", discuss the strengths and weaknesses of the applicant's performance, abilities and proposed program of study.
4. In the section "Language training", comment on whether foreign language training is essential to the applicant's program, and the applicant's proficiency in the language(s).
5. When choosing if the applicant is a regular applicant or a direct-entry applicant, keep in mind the following definitions:

**Regular applicant** is defined as a student who enters a doctoral program after obtaining a terminal MA in any discipline. A terminal MA is defined as a stand-alone master's program degree that is not part of a combined MA/PhD program.

A **direct-entry applicant** is defined as a student who enters a doctoral program or a combined MA/PhD program directly from an undergraduate degree, without having ever completed a terminal MA in any discipline.

6. Forward the following documents to the Faculty of Graduate Studies:
  - Application form
  - Any other documents attached by the applicant
  - Two (2) Letters of Appraisal
  - Departmental Appraisal
  - All university level transcripts
  - Application Checklist

If you are the Head of a department and are also completing a Letter of Appraisal on behalf of an applicant, please ensure that another faculty member completes the Departmental Appraisal.

**Important**

**You cannot save a form-fillable PDF file** using Adobe Reader (a software available free from the Internet). If you are using Adobe Reader, **you can type your information directly into the 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 Writer 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-crsh.gc.ca](mailto:webgrant@sshrc-crsh.gc.ca).

