

Appendix 2 – Departmental/University Evaluation

(Application for an NSERC Scholarship or Fellowship - Form 200)

Who should complete this form?

Complete this form if you are evaluating an applicant for an NSERC award and you are the head of the department or a representative.

What do you need to complete this form?

Before you start to complete this form, ensure that you have:

- The applicant's completed copy of an Application for an NSERC Scholarship or Fellowship (Form 200);
- completed copies of Appendix 1, Report on the Applicant, from two reviewers;
- the applicant's official academic transcripts; and
- other documents as described in Form 200, Application for an NSERC Scholarship or Fellowship.

Complete this evaluation for all PGS 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. 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.

Notes:

- The same person **cannot** complete both Appendix 1, Report on the Applicant, and Appendix 2, Departmental/University Evaluation.
- The proposed supervisor **must not** complete Appendix 2, Departmental/University Evaluation.

General Presentation

You must prepare your departmental/university evaluation using these format standards:

- Print must be in black ink, and be of letter quality (minimum standard).
- Text must be single-spaced, with **no more** than six lines per inch.
- The accepted font is Times New Roman regular 12 pts, or any comparable font – nothing smaller.
- Condensed type is **not** acceptable.
- Use standard page layout, left justified, with three-quarter inch ($\frac{3}{4}$ ") margins.

A. How to complete this evaluation

This application has three parts: **Part I**, **Part II**, and **Part III**. Complete the part that applies to you.

Part I - The applicant

The applicant should complete Part I of the form and indicate whether the application is being submitted through a Canadian university or directly to NSERC.

Part II - The head of the department or a representative

Departmental ranking of applicant

Indicate how the applicant ranks in comparison to other applicants for the same type of award, i.e. PGS M or PGS D.

Departmental comments on the applicant

Discuss the qualities or factors that led to the departmental ranking of the applicant. Comment on the applicant's strengths and limitations using the following criteria:

- Academic excellence
- Research ability or potential
- Communication, interpersonal and leadership abilities

For more information about these selection criteria, consult the NSERC [Program Guide for Students and Fellows](#).

	PGS M	PGS D
Academic excellence	50	30
Research ability or potential	30	50
Communication, interpersonal and leadership abilities	20	20

Explain any discrepancies between the comments in Appendix 1, Report on the Applicant, and the departmental ranking. If there were any unusual circumstances that may have affected the applicant's performance, please explain them.

If you are recommending an applicant for a PGS who has not achieved a first-class average during the last two years of study, you must provide a rationale for the recommendation. NSERC recommends that the rankings and information requested in this section be based on a departmental committee's recommendations.

Part III - The scholarship liaison officer

This section is not to be completed for applicants applying directly to NSERC.

Note: Academic averages on Appendix 2 and the first-class average (A-) application eligibility criterion may be **different**.

Academic averages are **not** to be used to determine if an applicant meets the eligibility requirement of having obtained a first-class average (A-) in each of the last two completed years of study. Consult the [Program Guide for Students and Fellows](#).

On the form, indicate the academic averages (grade point, percentage) for each of the last two completed periods of study. (Use the full course load equivalency) **Annotate the transcripts (do not highlight) to indicate which courses you have used in the calculation.** The following tables indicate which marks to use for calculating the averages:

For PGS M

Applicant's status when applying	Last period's average, use marks from	Second last period's average, use marks from
Final year undergraduate	2 nd last year of Bachelor's	3 rd last year of Bachelor's
Not registered, Bachelor's completed	Last year of Bachelor's	2 nd last year of Bachelor's
Qualifying year of graduate studies	Last year of Bachelor's	2 nd last year of Bachelor's
1 st year Master's	Last year of Bachelor's	2 nd last year of Bachelor's
1 st year direct entry PhD	Last year of Bachelor's	2 nd last year of Bachelor's

For PGS D

Applicant's status when applying	Last period's average, use marks from	Second last period's average, use marks from
Final year Master's	Master's (all)	Last year of Bachelor's
Not registered, Master's completed	Master's (all)	Last year of Bachelor's
1 st year PhD	Master's (all)	Last year of Bachelor's
1 st year direct entry PhD	Last year of Bachelor's	2 nd last year of Bachelor's
2 nd year PhD	Master's and PhD	Last year of Bachelor's
2 nd or 3 rd year direct entry PhD	PhD (all)	Last year of Bachelor's

University ranking of applicant

In this part, indicate how the applicant ranks in comparison with other applicants being recommended by the university in each category (PGS M or D, and respective committee).

If applicable, briefly state whether international degree or diploma programs at the graduate level were used as a basis for the applicant's admission to the current program, and supply any other pertinent information about the applicant's academic record.

B. Submitting this evaluation

Once complete, the appendix and the application documentation should be returned to the following person or organization:

For PGS applications being submitted through a Canadian university

Submit it directly to the Canadian university office responsible for reviewing and recommending applicants who are required to apply through a Canadian university.

For PGS applications

Mail it directly to NSERC at:
Scholarships and Fellowships Division
NSERC
350 Albert Street
Ottawa, ON K1A 1H5
Canada

For more information about submitting an application, consult the NSERC [Program Guide for Students and Fellows](#).

Privacy issues

The information you are asked to provide is collected under the authority of the Natural Sciences and Engineering Research Council Act. Information on applications received by NSERC is stored in a series of NSERC data banks described in the federal publication Info Source. You can find details on how this information may be used in the [Access to Information Act and the Privacy Act](#), in the NSERC [Program Guide for Students and Fellows](#).

You must use the information provided by the applicant only to help you complete Appendix 2 of the form, Departmental/University Evaluation, and not for any other purposes.

NSERC routinely gives applicants access to information about them on file, but does not provide the applicant with the name of the person who signed the evaluation or the names of any other applicants mentioned in a comparative context. However, due to the nature of the application process, applicants are usually aware of who has completed their evaluation. As a result, you cannot expect privacy or anonymity.

With the consent of the applicant (Appendix 3), NSERC may release the complete application, including appendices, to interested government laboratories or agencies participating in the Visiting Fellowships in Canadian Government Laboratories program, industrial organizations participating in the Industrial R&D Fellowships program, and agencies providing supplements to the scholarship programs administered by NSERC.