

Reference Guideline – Admissions, Undergraduate Medicine Program

General Guidelines

1. You must choose two different referees to provide references; one **MUST** be an academic referee.
2. References must be completed in English.
3. Handwritten references are not accepted; references must be typed.
4. References must be submitted electronically via the CaRMS Application Service.
5. References submitted by PDF must be signed either electronically or by hand and include contact information for the referee.
6. Referees, both academic and non-academic, must have a direct supervisory and/or professional relationship with the applicant. ***References vouching for personal character only are not accepted and applications with such are closed.***
7. Referees must explain their professional and/or supervisory affiliation to the applicant.
8. **It is the applicant's responsibility to follow up with referees and ensure references are submitted by the published deadline.** References **cannot** be submitted via CaRMS after the published deadline, the site will be inaccessible. Applications that do not have two acceptable references received by the published deadline are considered incomplete and will be closed; refunds of application fees will not be issued.
9. If a referee is not responding in a timely manner, you are strongly advised to select a new referee; in these instances, you **must** notify the Admissions Office via email at munmed@mun.ca and CaRMS at admissions@carms.ca.
10. References submitted from family members, friends, colleagues, or acquaintances are not accepted under any circumstances.

Appropriate References

1. An academic referee* must be an individual who is part of your direct academic education ***who has graded your work***; references at the post-secondary level are strongly preferred. This includes:
 - a professor or course instructor;
 - a professor or instructor who has supervised and graded your work (via an honours program, thesis, or directed study course);
 - a graduate teaching assistant IF they had teaching and grading duties and supervised you as an undergraduate;

* Exceptions to submitting an academic reference are permitted only when approved by the Admissions Office. The criteria to qualify for an academic exception can be found [here](#).

- a co-op practicum supervisor IF they were directly related to your field of study, supervised, and graded your university course work;
- references from high-school teachers and/or teaching administrators are accepted but are not advised.

This does not include:

- undergraduate students, teaching assistants, graduate, or Ph.D students who oversaw your work or worked alongside you but did not grade your work (i.e. lab assistant, research assistant);
- a degree program administrator;
- a research supervisor who oversaw your work in an ungraded voluntary or paid position would not be an acceptable academic reference; this would satisfy a non-academic reference.
- a co-op practicum or work term supervisor IF they were directly related to your field of study and supervised your performance but did not grade academic work. Such a supervisor is an acceptable non-academic reference.

2. A **non-academic referee** must be someone who has directly supervised you in a professional capacity in either an employment or volunteer capacity:
 - i. someone who has supervised or managed you in a post-high school voluntary position that involved service to a specific group, individual, organization, or the community, who can comment on your non-academic attributes;
 - ii. a professor who has not graded your work but who supervises voluntary research work;
 - iii. a direct employer, manager, or supervisor in a workplace or paid position after graduation from high school;
 - iv. a varsity coach from the applicant's university.

This does not include:

- family members, friends, colleagues, or acquaintances;
- peers, fellow volunteers, and/or colleagues in any setting;
- a high school coach;
- an instructor or colleague outside of a post-secondary institution, in a hobby or community group. (Examples: fellow Scouts leader, dance instructor, coach of a recreational community team, etc.)
- a family doctor, in the context of a patient-doctor relationship;
- clergy and/or fellow parishioners;
- a physician, or other professional, with whom the applicant has shadowed;
- peers at a student-led organization;
- a professional individual (pharmacist, doctor, politician, engineer, etc.) who has not worked directly with and/or evaluated you in an official capacity and professional setting, either via employment, community involvement, or volunteering.