

Graduate and Postdoctoral Studies

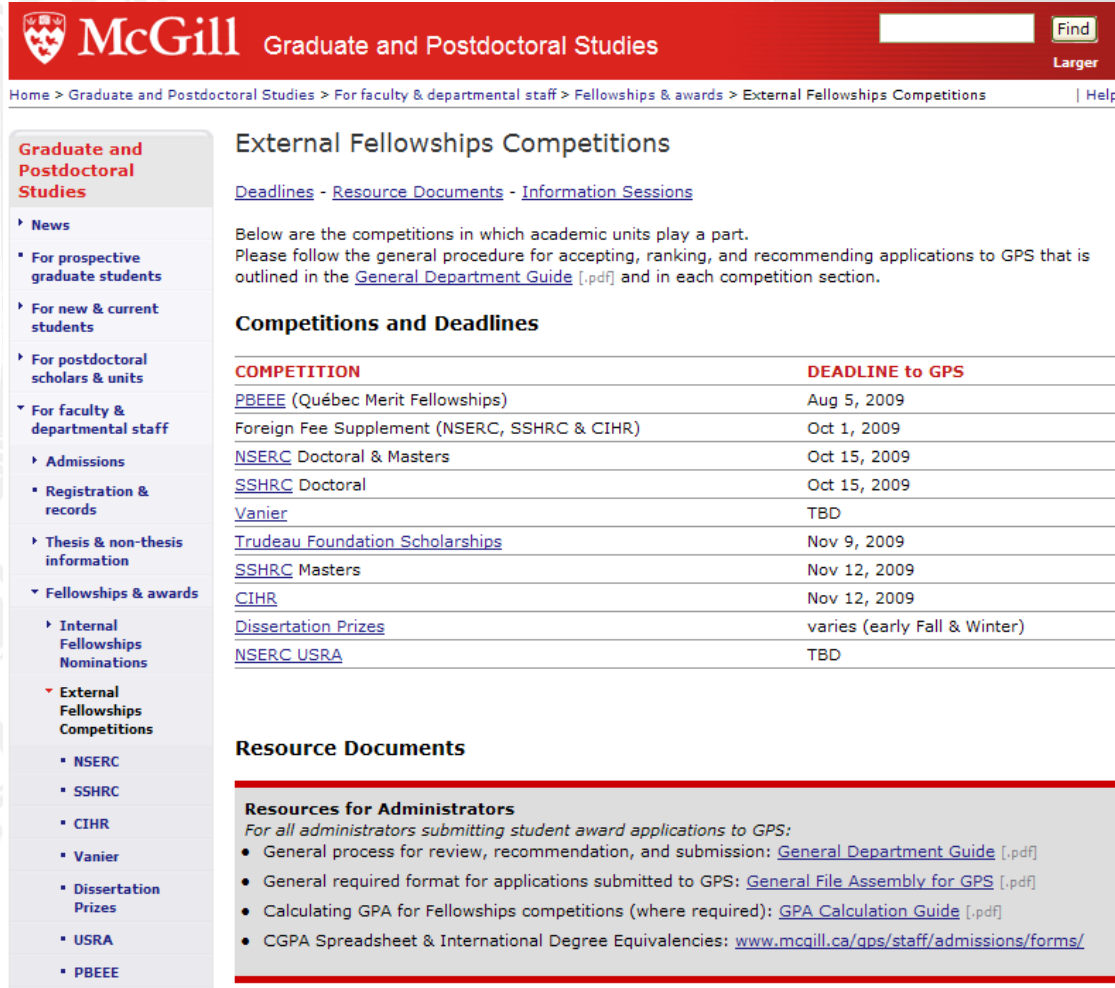
GPA Calculation & Foreign Grade Conversion

GPA: What you'll need

1. Transcripts
2. Competition requirements *
3. GPA spreadsheet *
4. International Degree Equivalency Fact Sheets*
5. About 5-10 minutes of time

*linked to from:

<http://www.mcgill.ca/gps/staff/fellowships/external>



The screenshot shows the McGill Graduate and Postdoctoral Studies website. The header includes the McGill logo and navigation links. The main content area is titled 'External Fellowships Competitions' and includes links for 'Deadlines', 'Resource Documents', and 'Information Sessions'. A table lists various competitions and their deadlines. A sidebar on the left contains a navigation menu. A 'Resource Documents' section at the bottom provides links for administrators.

McGill Graduate and Postdoctoral Studies

Home > Graduate and Postdoctoral Studies > For faculty & departmental staff > Fellowships & awards > External Fellowships Competitions | Help

External Fellowships Competitions

[Deadlines](#) - [Resource Documents](#) - [Information Sessions](#)

Below are the competitions in which academic units play a part. Please follow the general procedure for accepting, ranking, and recommending applications to GPS that is outlined in the [General Department Guide](#) [.pdf] and in each competition section.

Competitions and Deadlines

COMPETITION	DEADLINE to GPS
PBEEE (Québec Merit Fellowships)	Aug 5, 2009
Foreign Fee Supplement (NSERC, SSHRC & CIHR)	Oct 1, 2009
NSERC Doctoral & Masters	Oct 15, 2009
SSHRC Doctoral	Oct 15, 2009
Vanier	TBD
Trudeau Foundation Scholarships	Nov 9, 2009
SSHRC Masters	Nov 12, 2009
CIHR	Nov 12, 2009
Dissertation Prizes	varies (early Fall & Winter)
NSERC USRA	TBD

Resource Documents

Resources for Administrators
For all administrators submitting student award applications to GPS:

- General process for review, recommendation, and submission: [General Department Guide](#) [.pdf]
- General required format for applications submitted to GPS: [General File Assembly for GPS](#) [.pdf]
- Calculating GPA for Fellowships competitions (where required): [GPA Calculation Guide](#) [.pdf]
- CGPA Spreadsheet & International Degree Equivalencies: www.mcgill.ca/gps/staff/admissions/forms/

GPA: What do I need to **DO**?

- Figure out what grades are part of the GPA
 - *Trudeau, PBEEE = CGPA all levels*
 - *NSERC, SSHRC, CIHR, Vanier = last two years of full-time study*
- Show a summary of each of those GPA's on a single GPA Calculation sheet
 - *What do I type on the GPA Calculation sheet?*
 - *How much information does GPS need to see?*
 - *How do I read this non-McGill/foreign transcript?*
- If the GPA does not meet requirements, ensure that is it justified in the appropriate place in the application (if allowable)
 - *What is an acceptable "justification"?*

GPA: What do I need to **DO**?

- Figure out what grades are part of the GPA
 - *Trudeau, PBEEE = CGPA of undergrad + CGPA of graduate*
 - *NSERC, SSHRC, CIHR, Vanier = last two years of full-time study*
- Show a summary of each of those GPA's on a single GPA Calculation sheet
 - *What do I type on the GPA Calculation sheet?*
 - *How much information does GPS need to see?*
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CGPA

Applies to: Trudeau, PBEEE (Quebec Merit)

- When applicants are asked to show **CGPA** (Cumulative GPA), the review panels are interested in seeing the difference between the undergraduate CGPA and the graduate CGPA.

Undergraduate CGPA	Graduate CGPA	Overall/Total CGPA
<ul style="list-style-type: none">All grades from all undergraduate-level degrees, certificates, diplomas (including transfer credits)	<ul style="list-style-type: none">All grades from all graduate-level degrees, certificates, diplomas (including transfer credits) <p><i>*Many non-degree programs are considered undergraduate. Please consult the GPS.</i></p>	<ul style="list-style-type: none">All grades from all levels of post-secondary study <p><i>(all degrees, certificates, diplomas, partial semesters, transfer credits, etc)</i></p>

CGPA Example #1

Name:

HAYWORTH/Rita CGPA (weighted)

McGill ID:

[illegible][illegible][illegible]

Total CGPA



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How to find/display CGPA's

When shown on one GPA sheet, no extra math is necessary.

This example shows weighted grad vs. undergrad CGPA.



Total CGPA



Giving the CGPA of each degree an equal weight helps emphasize graduate work and equalizes foreign degrees with no credit weighting.

CGPA

To weight or not to weight?

YOU may choose whether a weighted CGPA or equal-weighted CGPA is the most advantageous to the student. Try both methods shown in the previous examples. If GPS finds a 'better' way to display the student grades, we'll let you know!



GPA – Last two years of full-time study

Applies to: SSHRC, NSERC, CIHR, Vanier

Case	Last Year of Full-time Studies	Second Last Year of Full-Time Studies
Applicant has 2 or more terms of Graduate studies with grades	Graduate Record (CPGA with weighted courses) to date <i>ALL Master's and Doctoral study combined, including multiple Master's degrees or previous attempts at PhD level</i>	Last year of full-time undergraduate study (min. 24 graded credits). <i>Terms cannot be dissected.</i>
Applicant has no graduate grades OR Applicant has only 1 term of graduate grades Examples: <ul style="list-style-type: none">• graduate applicants with only research and no graded credits• applicants in first term of Graduate studies• direct-entry from undergraduate• applicant in final year of undergraduate studies	Last year of full-time undergraduate study (min. 24 graded credits). Include any graduate grades earned in this last year. <i>Terms cannot be dissected</i>	Second last year of full-time undergraduate study (min. 24 graded credits). <i>Terms cannot be dissected.</i>

[illegible][illegible][illegible]

McGill Equivalent Grade Points		
A+	4.00	
A	4.00	
A-	3.70	
B+	3.30	
B	3.00	
B-	2.70	
C+	2.30	Undergraduate Only
C	2.00	
C-	2.00	
D+	1.30	
D	1.00	
D-	1.00	
U	0.00	
F	0.00	
J	0.00	

Do not include
P or S grades

GPA:
Grade Point
Average

CGPA:
Cumulative Grade
Point Average

Shaded Boxes:
Non-McGill Grade
Equivalents



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How to find/display last two years of study

**Student with a graduate study record of more than 2 terms graded credits*

GPA - Last two years of full-time study

(applies to NSERC, SSHRC, CIHR, Vanier)

Finding the Last Year of Full-time Study:

- Find the last course on study record
- Start counting the credits, going backwards
- STOP counting when you reach 24 credits (or all graduate grades)
- IF you are in the middle of a term, you must finish counting the entire term (ie. credit count will exceed 24 credits)

Finding the Second-Last Year of Full-time Study:

- Start where you left off for Last Year of Full-time Study
- Start counting the credits, going backwards
- STOP counting when you reach 24 credits
- IF you are in the middle of a term, you must finish counting the entire term (ie. credit count will exceed 24 credits)

GPA: What do I need to **DO**?

- Figure out what grades are part of the GPA
 - *Trudeau, PBEEE = CGPA at each of undergrad and graduate levels*
 - *NSERC, SSHRC, CIHR, Vanier = special reference periods*
- Show a summary of each of those GPA's on a single GPA Calculation sheet
 - *What do I type on the GPA Calculation sheet?*
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[illegible]

		--			--			--	Cumulative Grade Point Average
		--			--			--	
		--			--			--	
		--			--			--	
Sum	30	104.16	Sum	24	90.96	Sum	0	--	
GPA Year 1	30	3.47	GPA Year 2	24	3.78	GPA Year 3	--	--	Shaded Boxes: Non-McGill Grade Equivalents
						Last 2 yr. GPA (2-3)	--	--	
CGPA Year 1	30	3.47	CGPA Year 2	54	3.61	CGPA Year 3	--	--	

McGILL'S GPA CALCULATION SHEET

Name: HAYWORTH/Rita - CGPA Summary			McGill ID: 260101718							
Year 1: Graduate Record			Year 2: Undergraduate Record			Year 3: Undergraduate Record			McGill Equivalent Grade Points	
Grade Point	Credit Weight	Weighted Points	Grade Point	Credit Weight	Weighted Points	Grade Point	Credit Weight	Weighted Points		
Harvard (M.Sc.)			French Certificate			The NewSchool			A+	4.00
A	3	12.00	Bien			3.70	70	259.00	A	4.00
B	3	9.00	3.70	1	3.70				A-	3.70
A	3	12.00				Semester Abroad			B+	3.30
A	3	12.00				A	16	64.00	B	3.00
B+	3	9.90							B-	2.70
B+	3	9.90				Community College			C+	2.30
A-	3	11.10				A	4	16.00	C	2.00
						A-	6	22.20	C-	2.00
McGill (PhD)						B+	6	19.80	D+	1.00
3.92	18	70.56				A	3	12.00	D-	1.00
						A-	9	33.30	U	0.00
						A-	6	22.20	F	0.00
									J	0.00
									Do not include P or S grades	
									GPA: Grade Point Average	
									CGPA: Cumulative Grade Point Average	
									Shaded Boxes: Non-McGill Grade Equivalents	
Sum	39	140.46	Sum	1	3.70	Sum	120	448.50		
GPA Year 1	39	3.76	GPA Year 2	1	3.70	GPA Year 3	120	3.74		
						Last 2 yr. GPA (2-3)	121	3.74		
CGPA Year 1	39	3.76	CGPA Year 2	40	3.75	CGPA Year 3	160	3.74		



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GPA: What do I need to **DO**?

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GPA Credit Weight Equivalency

Calculating GPA's that combine different **credit weight** systems.

- Convert them to a McGill equivalent credit weight

U of Toronto, University of Western Ontario, etc.

2-term Course (1.0) = 6 cr. in McGill system

1-term Course (0.5) = 3 cr. in McGill system

What about.....

- ▶ A term away at a University that has no credit value for courses, but McGill granted 12 credits for 4 courses in a term? $12 \text{ credits} \div 4 \text{ courses} = 3 \text{ credits each.}$
- ▶ One term away in University that has given 45 hours per course for 5 courses? Also 3 credits each. $45 \text{ hrs} \div 13 \text{ weeks/term} = \sim 3 \text{ hrs/week.}$

GPA International Degree Equivalency

Examples of Variations on Grading

(find more at: <http://www.mcgill.ca/gps/staff/fellowships/external/>)

China, Mexico, Iran:

Grade by grade letter conversion

Sometimes credit weight is in hours

France, UK, Germany, India:

Use **annual** or **overall** standings, not grade by grade conversion.

If no credit weight, assume equal weight

Unknown system:

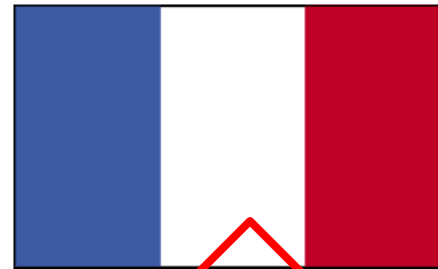
Qualitative information provided (back of transcript)

Contact GPS!

GPA International Equivalency

Reading the GPS 'Country Fact Sheet':

France (Europe)



Typical Grading Scale:

Grade	20 Point Scale	Description	Grade Points
	16-20	Très Bien (Outstanding)	4.0
A-	14-15.9	Bien (Very Good)	3.7
B+	13-13.9	Assez Bien (Good)	3.3
B	12-12.9	Assez Bien (Good)	3.0
C	10-11.9	Passable (Pass)	2.0
F	0 - 10	Ajourné (Fail)	0

Grading scales may vary. Please refer to grading scale on transcript. Some subjects granted on a Pass/Fail basis.

CGPA Required:

Minimum undergraduate CGPA required is: **Assez-Bien.**

Many departments have higher minimum requirements. Please refer to individual Department websites.

In this system overall standings are reported in lieu of an average. Therefore the CGPA is determined on the basis of annual or overall standings as reported on the transcript or degree certificate.

MINIMUM CREDENTIALS REQUIRED:

To be admitted to a McGill MASTERS program, you must have obtained the following:

Former French System:

- Maîtrise, four years of study after Baccalaureate
- Diplôme d'Ingénieur ou Diplôme d'Architecte
- Diplôme d'État de Docteur: en Médecine, en Chirurgie Dentaire, en Pharmacie ou en Médecine Vétérinaire
- Diplôme des Grandes Écoles

Current European system (Bologna):

- Licence, Diplôme (institut, grande école or école supérieure) comprising 180-240 ECTS credits.

To be admitted to a McGill DOCTORATE program, you must have obtained the following:

Former French System:

GPA International Equivalency

Example of Diploma from France: use overall standing

MINISTÈRE DE L'ÉDUCATION NATIONALE, DE L'ENSEIGNEMENT SUPÉRIEUR ET DE LA RECHERCHE
ÉCOLE NATIONALE SUPÉRIEURE DE L'AÉRONAUTIQUE ET DE L'ESPACE

MASTER RECHERCHE

**RECEIVED
McGILL UNIVERSITY
AUG 20 2008
DEPARTMENT OF
MECHANICAL ENGINEERING**

Vu le code de l'éducation et notamment son article L.613-1,
Vu le décret 2002-481 du 8 avril 2002 relatif aux grades et titres universitaires et aux diplômes nationaux,
Vu l'arrêté du 25 avril 2002 relatif au diplôme national de master,
Vu l'arrêté ministériel du 14 octobre 2005 relatif aux habilitations de l'École nationale supérieure de l'aéronautique et de l'espace, l'INPT, Toulouse 3, l'INSAT, l'ENSICA, l'ENSTIMAC à délivrer les diplômes nationaux,
Vu les pièces justificatives produites par *Mme Rita Hayworth* né le *10.12.1918* à *USA*), en vue de son inscription au master recherche,
Vu les procès-verbaux du jury attestant que l'intéressé a satisfait au contrôle des connaissances et des aptitudes prévu par les textes réglementaires,

le diplôme de **MASTER RECHERCHE**, Domaine Sciences et techniques de la matière et de l'énergie, Mention Mécanique, énergétique et procédés, Spécialité Dynamique des fluides, énergétique et transferts
avec la mention *Assez bien*
est décerné à *Mme Rita Hayworth* au titre de l'année universitaire 2004-2005.

Fait à Toulouse, le 17 juillet 2008 *CANADA*
Pour copie conforme à l'original
GRENOBLE

Le titulaire
Le Directeur de SUPAERO
L. L'Amm
LE *7/8* AOUT 2008
Le Recteur d'Académie,
Chancelier des universités



GPA International Equivalency

Q: *In Germany, the grade scale is whole numbers (1-6, 1=highest). The student has a grade of 2.5. Can I round up the German grade to a 1?*

A: No, **do not** round up. If your Dept Evaluation Committee feels the student has been penalized through grade conversion, **they may address this point in a justification** (on appraisal form or separate letter, if allowed).

Q: *This transcript from Iran is not in English or French. I have a translation as required, but must include the original-language transcript?*

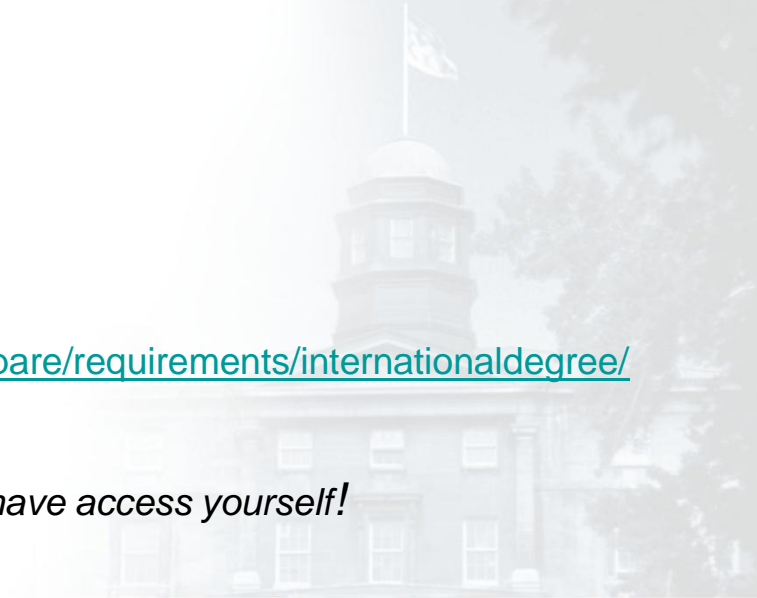
A: Yes. If a transcript/degree/certificate is not in French or English, we require both the original-language transcript AND a translation into either English or French.

GPA Conversion – **HELP!**

Sources of Information:

- Transcript key. *Gives specific institution information*
- GPS website: <http://www.mcgill.ca/gradapplicants/apply/prepare/requirements/internationaldegree/>
- Your department's Admission file, if available

This is what Fellowships will use if you contact us. You have access yourself!



If you have first used these resources and cannot find an answer,
we will try to help.

GPA: What do I need to **DO**?

- Figure out the GPA for each reference period
 - *What are the reference periods?*
- Show a summary of each of those GPA's on a single GPA Calculation sheet
 - *What do I type on the GPA Calculation sheet?*
 - *How much information does GPS need to see?*
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GPA: Justification of low GPA

What are admissible “compelling” circumstances?

- Illness of student or immediate family member: *Student was a primary care-giver*
- Foreign GPA conversion: *Converted grade does not reflect student achievement*
- Courses completed in an unrelated field of study
- Significant field experience gained since studies earlier in academic career: *A significant gap between earlier studies and current program*

These circumstances should be addressed in the Departmental assessment or a separate letter, as applicable to the competition.

In some competitions, there will be no exceptions made to GPA requirement.

GPA

- ▶ Please ensure you consult transcript keys that accompany transcripts (often printed on reverse).
- ▶ Please ensure you include transcript keys and country guides in your application
- ▶ You may consult the website of the issuing institution.

If you have consulted all available resources and still have unanswered questions, please contact us:

Erin.Grainger@mcgill.ca (External Fellowships Coordinator) 514-398-3990 ext.09452