



Transcript Checklist for Fall 2019 Vanier and Tri-Agency/Affiliated Doctoral Competitions

Transcripts Required

- All post-secondary (undergraduate and graduate) studies, including those undertaken but not completed. This also includes transfer courses and exchange terms.
- When making scans or copies, include **one** copy of the legend or marking key (usually on back of transcript) for each institution. Please do not scan the legend multiple times.
- UBC Academic History (print-out) from SISC **must include 2019W1 registration**
 - Acceptable for students who have completed previous studies at UBC (i.e., for those who have grades from UBC)
 - Required for students who have no UBC registration prior to 2019W1 - to demonstrate 2019W1 registration in current UBC program
 - Must include UBC transcript key. The current version is available on the [Awards Resources for Programs](#) webpage.
- Scanned copies of official transcripts (i.e., validated and uploaded by G+PS for admitted students – stamped “G+PS Official”) available via e:Vision are acceptable.
 - Unofficial transcripts uploaded by prospective students are **not** acceptable.
- For students including foreign transcripts, if the transcripts are not presented in one of Canada’s two official languages (English or French), a certified translation must be provided, in addition to the official transcripts in its original language.
- If transcripts from any institutions listed in the academic background section of the application are missing when the application is submitted to G+PS, the application will be withdrawn from the competition as incomplete.

Submission instructions for Vanier CGS applications

- Transcripts are provided by the applicant’s graduate program and are required only for applicants whose application will be forwarded to university-level adjudication
- Transcripts are submitted by graduate program to G+PS (via Workspace) to meet the nomination deadline of 24 September 2019

Submission instructions for CIHR CGS-D applications

- The completed “[Doctoral Studies Timelines](#)” form and transcripts are uploaded by the applicant as a single PDF to complete the “Attach Other Application Materials” task in ResearchNet before the application deadline of 17 September 2019
- Detailed transcript requirements are available on the [CIHR website](#)

Submission instructions for NSERC PGS/CGS-D applications

- Transcripts are uploaded by the graduate program staff to the applicant’s NSERC application in response to an email prompt
- Detailed transcript requirements are available on the [NSERC website](#)

Submission instructions for SSHRC CGS-D/Doctoral Fellowships applications

- Transcripts are uploaded by the applicant as a single PDF to their online application before the application deadline of 17 September 2019
- Detailed transcript requirements are available on the [SSHRC website](#)

Calculating Weighted Grade Point Average (GPA)

Graduate programs may continue to calculate GPA for their internal review. Information on calculating weighted GPA is listed below:

- Calculate for each of the last two years of full-time study
- Use all courses taken in each of last two years of full-time study to determine GPA

Weighted average

- sum of weighted grades (credits multiplied by grades for each course), divided by sum of credits

Example	Credits	Grade	Weighted Grade
	3	79	237
	2	83	166
	3	90	270
	6	82	492
	4	76	304
	2	82	164
	1	83	83
	3	87	261
	3	80	240
	4	85	340
Total	31		2557

Weighted Average = 2557 divided by 31 = 82.48%

First-class

- UBC
 - Minimum of 80%
 - Use SISC Weighted Average Calculator (found under “Grades” tab)
- Other Canadian universities
 - See “Canadian University Grading Systems” posted on the [Awards Resources for Programs](#) webpage
 - Please **do not convert** grades from another university to UBC’s grading system
- Foreign universities
 - Refer to transcript marking key
 - If no transcript marking key, refer to the [International Student Evaluation Manual](#) on the G+PS website (CWL authentication required)
 - Please **do not convert** grades from another university to UBC’s grading system

Each of the last two years

- Not average over last two years; average calculated separately for each of the last two years
- **All** courses are counted, even if not in student’s area of study
- Each academic year treated separately (may not combine grades for different academic years)
- Academic year = September to August (except in some foreign universities)

Full-time study at UBC

- Graduate students
 - Students are considered full-time if paying tuition according to full-time payment schedule (Schedule A)
 - Number of credits does not matter
- Undergraduate and unclassified students
 - Minimum 9 credits per term for minimum two terms (8 months) in any academic year

Full-time study at other universities

- Check transcript marking key and their official website as appropriate
- If year in question was not full-time study, go back until required years of full-time study are found
 - No matter how long ago or how far apart the two years are
- If year in question does not have grades (e.g., Pass/Fail, in progress, etc.), go back until required years of full-time study are found
 - No matter how long ago or how far apart the two years are

Part-time study

- Two part-time terms = one full-time term
- Ideally, combine two part-time years/terms that are consecutive
- Part-time years, split up: (e.g., Part-time year, Full-time year, Part-time year) Put together grades from two part-time years to determine GPA for one year of full-time study. Then use grades from full-time year to determine GPA for the other year of full-time study.
- Part-time years, split up: (e.g., Part-time year, full-time year, full-time year, part-time year) Use grades only from two full-time years.

One co-op term in a year

- If student took one co-op term (and no grades for this co-op term) and courses in another term in the same year, use the grades in the courses taken in that year to determine weighted GPA.

Exchange program year or term

- If student did exchange program for either a term or year, use grades from that term (together with grades from other terms in the same year) or that year to determine weighted GPA

Master’s Thesis grades

- Master’s thesis grades will not be used in calculating weighted GPA for scholarship eligibility

Universities using letter grading system

- In cases where universities use a letter grading system with only a single numerical equivalent for each letter grade (e.g., no range of grade), first-class cut-off shall be considered the point halfway between an A- and a B+
- Example: Transcript Marking Key for AAA State University

A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
D	1.3
F	below 1.3

- Calculate weighted GPA in usual fashion. First-class minimum cut-off will be halfway between an A- and a B+, which in this case is **3.5** out of 4.3