THE UNIVERSITY OF BRITISH COLUMBIA

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Transcript Checklist – Fall 2018 Doctoral Competition

Changes to the NSERC / SSHRC / Affiliated doctoral competition, effective fall 2018:

- "First-class standing in each of the last two years of full-time study" is no longer an eligibility requirement
- Graduate programs are no longer required to list GPA for each of the last two years of full-time study on each "nomination cover sheet"
- Also, graduate programs are no longer required to submit a "justification for an exceptional case" for applicants for doctoral funding who do not meet the first-class standing threshold
- SSHRC no longer requires applicants/universities to submit paper application files including transcripts

Transcripts Required

- All post-secondary (undergraduate and graduate) studies, including those undertaken but not completed.

- 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.

- For UBC Academic History (print-out) from SISC, please include one copy of the 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.

- 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background section of the application are missing when the application is submitted to G+PS, the application will be withdrawn from the competition as incomplete.

- NSERC / SSHRC / Affiliated Fellowship doctoral applications
    - Scan of official transcripts for all studies outside UBC
    - PDF of UBC Academic History from SISC - **must include 2018W1 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 2018W1 - to demonstrate 2018W1 registration in current UBC program
        - Must include UBC transcript key

- Additional notes on NSERC doctoral applications
    - Transcripts are uploaded by the graduate secretary to applicant's NSERC application in response to email prompt
    - Detailed transcript requirements are available on the NSERC website

- Additional notes on SSHRC doctoral applications
    - Transcripts are uploaded by the graduate secretary to Workspace
        - Graduate programs do not need to submit paper transcripts to G+PS
        - Graduate programs do not need to certify/stamp individual transcripts
    - Detailed transcript requirements are available on the SSHRC website

Graduate programs may continue to calculate GPA for their internal purposes. 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
- See notes below on special cases

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
- 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
- Other universities
  - Check transcript marking key
  - Check website
  - Check with university
- 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
  - No matter 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
  - No matter 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

Different grading systems within same academic year

- If a student attended different institutions with different grading systems within the same academic year:
  - On Nomination Cover Sheet, enter data for one of the institutions for the relevant academic year
  - When the Nomination Cover Sheet is printed off, add data from the second institution manually
  - Please do not attempt to convert to a single grading system

Universities using letter grading system - Note

- 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