

Graduate and Postdoctoral Studies

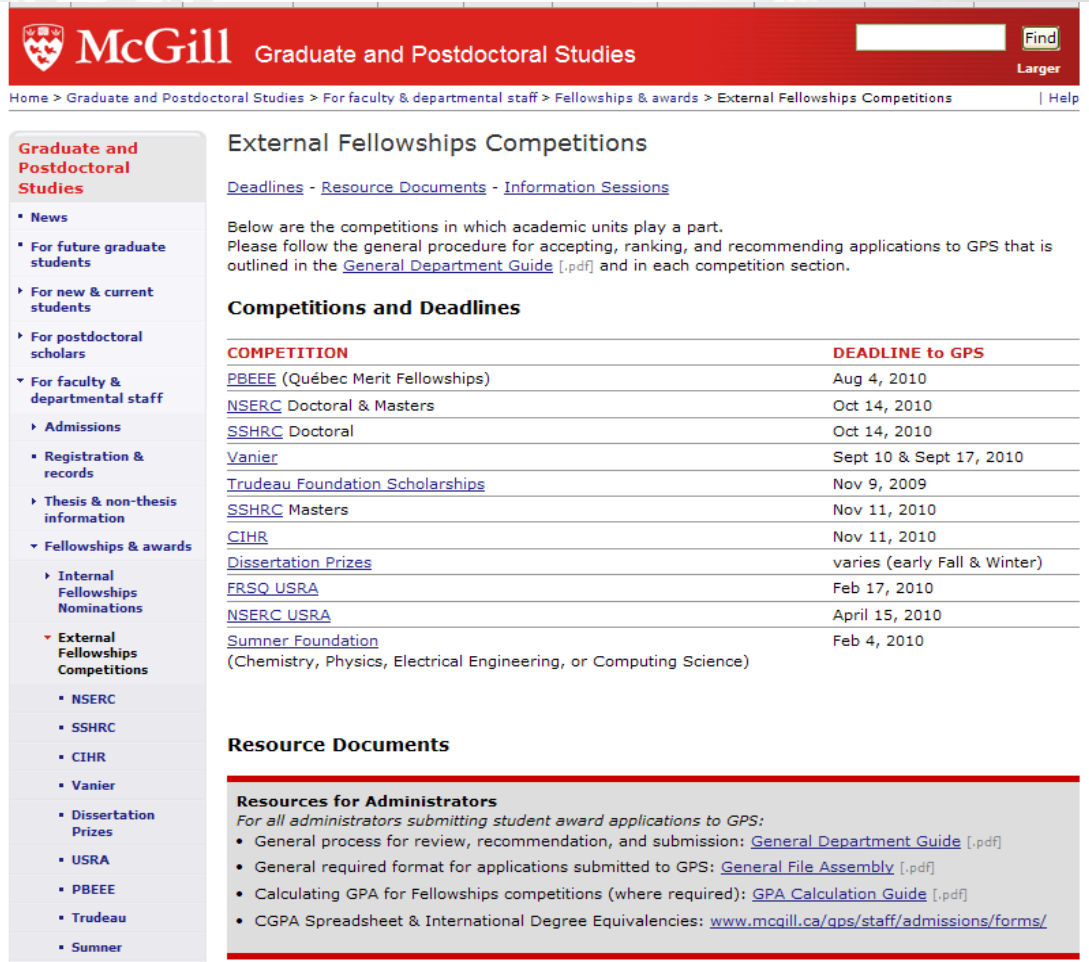
# GPA Calculation & Foreign Grade Conversion

# 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 a table of competitions and deadlines. A sidebar on the left lists navigation options, and a "Resource Documents" section is at the bottom.

**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
<a href="#">PBEEE</a> (Québec Merit Fellowships)	Aug 4, 2010
<a href="#">NSERC</a> Doctoral & Masters	Oct 14, 2010
<a href="#">SSHRC</a> Doctoral	Oct 14, 2010
<a href="#">Vanier</a>	Sept 10 & Sept 17, 2010
<a href="#">Trudeau Foundation Scholarships</a>	Nov 9, 2009
<a href="#">SSHRC</a> Masters	Nov 11, 2010
<a href="#">CIHR</a>	Nov 11, 2010
<a href="#">Dissertation Prizes</a>	varies (early Fall & Winter)
<a href="#">FRSQ USRA</a>	Feb 17, 2010
<a href="#">NSERC USRA</a>	April 15, 2010
<a href="#">Sumner Foundation</a> (Chemistry, Physics, Electrical Engineering, or Computing Science)	Feb 4, 2010

#### 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](#) [.pdf]
- Calculating GPA for Fellowships competitions (where required): [GPA Calculation Guide](#) [.pdf]
- CGPA Spreadsheet & International Degree Equivalencies: [www.mcgill.ca/gps/staff/admissions/forms/](http://www.mcgill.ca/gps/staff/admissions/forms/)

# GPA: What do I need to DO?

## Reporting GPA in 3 Easy Steps!

1. Figure out what grades are part of the GPA for relevant competition
  - *Trudeau, PBEEE = CGPA undergraduate & CGPA graduate*
  - *NSERC, SSHRC, CIHR, Vanier = last two years of full-time study or equiv.*
2. Enter this data 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?*
3. If the GPA does not meet minimum requirements, ensure that it is justified in the appropriate place in the application (if allowable)
  - *What is an acceptable “justification”?*

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





# CGPA

## To weight or not to weight?

*When you have a transcript without credit weights, or when you are taking an overall standing, it can be difficult to assign credit weights.*

**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” or equivalent: **Defining Reference Periods**

(applies to NSERC, SSHRC, CIHR, Vanier)

When you have this situation...	the Last Reference Period is:	and the Second Last Reference Period is:
<p>Applicant has 2 or more terms of Graduate studies with grades</p>	<p>Graduate Record (CPGA with weighted courses) to date</p> <p><i>This means <u>ALL</u> Master's and Doctoral study combined, including multiple Master's degrees or previous attempts at PhD level</i></p>	<p>Last year of full-time undergraduate study or equivalent (min. 24 graded credits).</p> <p><i>Terms cannot be dissected.</i></p>
<p>Applicant has no graduate grades <b>OR</b> Applicant has only 1 term of graduate grades</p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• graduate applicants with only research and no graded credits</li> <li>• applicants in first term of Graduate studies</li> <li>• direct-entry from undergraduate</li> <li>• applicant in final year of undergraduate studies</li> </ul>	<p>Last year of full-time undergraduate study or equivalent (min. 24 graded credits). Include any graduate grades in this reference period.</p> <p><i>Terms cannot be dissected</i></p>	<p>Second last year of full-time undergraduate study or equivalent (min. 24 graded credits).</p> <p><i>Terms cannot be dissected.</i></p>

**GPA – “Last two years of full-time study” or equivalent:** **When applicant has no graduate grades OR only 1 term of graduate grades** (applies to NSERC, SSHRC, CIHR, Vanier)

**Finding the Last Year of Full-time Study, or equivalent:**

- 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, or equivalent:**

- 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)







# 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	D-	1.00
		--			--	A-	6	22.20	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	
Sum	39	146.46	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		

If you need to use more than two columns to display GPA information, we suggest circling by hand the GPA totals that apply.

This way your information is explicitly clear!

# 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 = 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 it is justified in the appropriate place in the application
  - *What is an acceptable "justification"?*

# **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, and others:

Grade by grade letter conversion

Sometimes credit weight is in hours

### France, UK, Germany, India, and others:

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

If no credit weight, assume equal weight

### Unknown system:

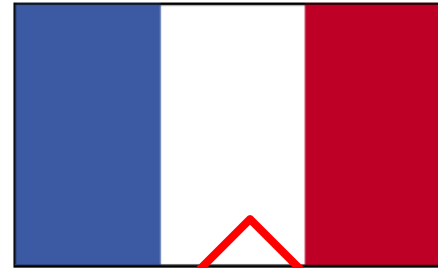
Qualitative information provided (back of transcript)

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>B</b>	<b>12-12.9</b>	<b>Assez Bien (Good)</b>	<b>3.0</b>
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* née 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 <sup>CANADA</sup> Pour copie conforme à l'original  
GRENOBLE

Le titulaire

Le Directeur de SUPAERO

LE 17/8 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: 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](mailto:Erin.Grainger@mcgill.ca) (External Fellowships Coordinator) 514-398-3990 ext.09452