Eligibility and Ranking Criteria for Graduate Fellowship Applications,
Department of Biomedical Physiology & Kinesiology

Terms of Reference from Dean of Graduate Studies
1. To be eligible to hold a Graduate Fellowship (GF), a student must be registered as a full-time, regular (not "on-leave") student in a Master’s or Doctoral program. In programs where fees are assessed on a per-credit basis, students must be taking at least six credit hours to be eligible to receive a Graduate Fellowship.

2. Eligible students must have a minimum first-class (3.50) cumulative grade point average. In exceptional cases, other evidence of outstanding ability may outweigh this criterion. Since academic merit is the primary criterion for ranking eligible applicants, departments must notify all applicants in advance if additional criteria will be used.

3. Students will be eligible to hold a GF only during the first 9 semesters of a Master's program and during the first 15 semesters of a Ph.D. program.

4. Students who did not complete a Master's program before transferring into a Phd are eligible to hold the GF within the first 15 semesters of their PhD, from the PhD start date.

5. GFs will be awarded in increments of .5, 1.0, 1.5 and 2.0. A partial GF (.5) is valued at $3,250; a full GF (1.0) is valued at $6,500. Applicants may be eligible to receive up to a maximum of two full GFs, or four partial GFs, during the academic year (September 1 – August 31).

6. GF recipients are eligible to hold other scholarships funded from SFU sources.

7. Graduate Fellowship recipients may accept other scholarship support from external funding sources including SFU’s ‘private’ awards (derived from annual and endowed funds). Recipients should be aware that some external awards may restrict students from holding a GF at the same time as the external award. If the total of the GF and other external support exceeds $50,000 per annum, the value of the GF will be reduced so that the total equals $50,000.

8. There is no restriction on GF recipients receiving income for work performed during tenure of the GF.

9. Application is made through the Graduate Award, Application and Adjudication System (GA3).

10. Awards are made by the Senate Graduate Awards Adjudication Committee on the recommendations of the Departmental Graduate Program Committee.

Departmental criteria and procedure
1. Students are expected to submit a BPK CV as part of their application.

2. Students are expected to be meeting program milestones within a reasonable timeline. Justification for delays or departures from the recommended timeline will be considered.

3. Students holding a major external award (e.g. tri-council scholarships) are encouraged to apply, but will be given lower priority.

4. Student performance will be based on the following weighting criteria:

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<th>Academics</th>
<th>Research productivity/potential</th>
<th>Leadership, communication</th>
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<tbody>
<tr>
<td>Master’s</td>
<td>50 %</td>
<td>30 %</td>
<td>20 %</td>
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<tr>
<td>Doctoral</td>
<td>30 %</td>
<td>50 %</td>
<td>20 %</td>
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5. Academic performance will be evaluated depending on the level of the student:
   i. MSc ≤ 1 semester in the program: cGPA from UG program and/or upper division GPA
   ii. MSc ≥ 2 semesters in the program: cGPA from both UG program and graduate program
   iii. PhD: cGPA from SFU graduate courses and any previously completed degrees
6. Research productivity/potential will be evaluated based on research output (e.g. publications, presentations), relevant research related leadership or communication (e.g. team management, meeting organization), and letters of reference.

7. The Graduate Program Assistant will determine eligibility of each candidate according to DGS and BPK criteria. Eligible applications will be assigned in GA3 by the Graduate Program Assistant to two members of the GPC who will act as primary and secondary reviewers. Reviewers will assess all assigned applications and provide each with a score based on the following criteria:

<table>
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<tr>
<th>Descriptor</th>
<th>Range</th>
<th>Outcome</th>
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<tbody>
<tr>
<td>Outstanding</td>
<td>4.5-4.9</td>
<td>Very likely to be awarded</td>
</tr>
<tr>
<td>Excellent</td>
<td>4.0-4.4</td>
<td>Likely to be awarded</td>
</tr>
<tr>
<td>Very Good</td>
<td>3.5-3.9</td>
<td>May be awarded</td>
</tr>
<tr>
<td>Acceptable, but low priority</td>
<td>3.0-3.4</td>
<td>Unlikely to be awarded</td>
</tr>
<tr>
<td>Ineligible</td>
<td>-</td>
<td>Will not be awarded</td>
</tr>
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Scores must be inputted to GA3 ahead of the GPC evaluation meeting. Prior to the GPC evaluation meeting, the Graduate Program Assistant and/or Graduate Program Chair will assess the uploaded scores for range and uniformity. Reviewers providing anomalously high or low scores across the board may be asked to revise their scores to be consistent with the range of scores returned by other reviewers. At the GPC evaluation meeting, each application will be discussed. Primary and secondary reviewers will first provide their scores and then the primary reviewer will provide a brief (2 min max.) synopsis of the application. The secondary reviewer will elaborate upon any necessary points. Members of the graduate committee will then have the opportunity to provide further discussion. A consensus score is reached based upon the original scores provided by the two reviewers.

8. The Graduate Program Assistant will create a ranked list of all applications based on consensus score for review by GPC members in the GPC evaluation meeting. Full (1.0) GF awards will be recommended for eligible applicants as far down the ranked list as funding permits. Applications with tied scores may receive a half (0.5) GF award.

9. The GPC may wish to consider protecting one or two GF awards for use later in the calendar year. The GPC should also be mindful that a GF award is required to be assigned to MYF scholarship awardees in their first year of the award.

10. The Graduate Program Assistant assigns the “A-list”, whom the GPC recommends for a GF award, in GA3. Value of the award (e.g. full or half) and semester requested is also included. The GPC Chair reviews and approves the recommendations to go to DGS.

11. Rankings should be kept until the end of the calendar year in case additional funding is made available. In this case, the next ranked candidate/s will receive the award/s.