

Calculation of Grade Point Average For Scholarship purposes

There is a national policy for the calculation of grade point averages for scholarship purposes. The policy was proposed by the New Zealand Vice-Chancellors' Committee in 1993 and it was then adopted by this University's Deans Committee. The policy remains the preferred means to assess and compare applicants for scholarships from all of the New Zealand universities. It also remains the preferred means of the Scholarships Committee to most fairly assess and compare applicants for scholarships across this University's faculties and schools.

For scholarship applicants, a grade point average is calculated as follows:

1. Over the *last two years, assuming full-time study*; (minimum 24 points)
2. *All papers are to be counted except COPs. If more than 24 points have been taken over the two years, all points must be counted.* (Most applicants will have completed 28 points);
3. If the last two years are not full-time (i.e. at least 24 points in total) go back by *full semesters or full years* until at least the minimum 24 points is counted. Point 2 still applies.
4. Grades are assigned the following numerical values:

A+ = 9	B+ = 6	C+ = 3
A = 8	B = 5	C = 2
A- = 7	B- = 4	C- = 1

Fail grades, including W, DNS and DNC, are worth 0.

5. In order to calculate the GPA, each grade is multiplied by the number of points for that course. The multiplied figures are then added together, and divided by the total number of points. GPA's should be worked out to three decimal places.

An example is given below:

1998					
123.701DC	Thinking	PASSA-	(4.0)	7 x 4 =	28
123.702DC	Deep Thinking	PASSB+	(4.0)	6 x 4 =	24
123.703DC	Pondering	PASS A	(4.0)	8 x 4 =	32
123.303SC	Wondering III	PASS B	(2.0)	5 x 2 =	10
1999					
123.712DC	Thesis	PASSA+	(12.0)	9 x 12 =	108
<i>Totals:</i>			26		202

$$\text{GPA: } 202 \div 26 = 7.769$$

Workings for the calculation of each GPA should be shown clearly and explicitly on each applicant's transcript (in ink please, to facilitate clear photocopying).

These workings will later be scrutinised by the University's Scholarships Committee and, as appropriate, by the NZVCC Scholarships Committee. Applicants may be disadvantaged if GPA workings are unclear or incorrect.

- ◆ The Scholarships & Financial Support office will work out the GPA where the results of the qualifying degrees are complete. A Macro has been created to ensure consistency in these calculations. Any manual changes will require signing off by the Scholarships Committee, and will be denoted as “manually adjusted GPA”. Examples are attached as reference to both the straightforward and manually adjusted GPA’s.
- ◆ **Where an unmarked thesis** is to be included in the GPA calculation, an estimated grade must be obtained from the department/supervisor concerned. The estimated grade should bear an asterisk.

e.g. 123.712DC A* (14.0) = 112*

Grade point averages which include an estimated grade should also be asterisked.

Please note: Scholars who are offered scholarships on the basis of a GPA which includes an estimated grade receive an offer conditional upon their achieving at least a minimum GPA. If, when final results are confirmed, the GPA falls below the required level, the scholarship offer is withdrawn.

- ◆ **Students who apply on the basis of overseas qualifications:** The Scholarships & Financial Support office will endeavour to obtain as much information as possible about courses and grades, and this is all forwarded to the appropriate faculty for consideration. Please ensure that in arriving at a GPA, the best comparative assessment is made.