Ranking Criteria for Graduate Fellowship (GF) Applications,
Department of Biomedical Physiology & Kinesiology

Departmental Criteria and Procedure

1. Students are *__required__* to submit a **BPK CV** as part of their application, which must be formatted according to the BPK CV template that is available for download in Word and PDF formats from the BPK website. It is the responsibility of the student to ensure that their application is complete by the submission date (which is announced in GA3). Applications that are incomplete (e.g., CV is not BPK CV format) by the submission deadline will not be reviewed by the GPC for an award.

2. Applications are also required to be accompanied by transcript(s) and a letter of reference from the student's supervisor (see guidance below on what to address in the letter of reference).

3. Students are expected to be meeting program milestones within a reasonable timeline. Justification for delays or departures from the recommended timeline must be presented by the candidate in the application for consideration.

4. Students who have already or will in the upcoming academic year exceed the time limits for GF eligibility set by Graduate Studies (detailed above) are encouraged to apply.

5. Students holding a major internal or external award (e.g. CGS scholarship) are encouraged to apply.

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

	Academic performance	Research ability and potential	Personal characteristics, interpersonal skills, leadership
Master's	50 %	30 %	20 %
Doctoral	30 %	50 %	20 %

7. Academic performance will hapartGAndernBiomedJETQq106.9477 31.eW2 792 reW*69.624 49r c.17 o[e)4(li)-3le

    iv   Significance, feasibility, and merit of proposed research (based on letter of reference)

    v   Judgement and ability to think critically (based on letter of reference)

    vi   Ability to apply skills and knowledge (based on letter of reference)

    vii   Ability or potential to communicate theoretical, technical, and/or scientific concepts clearly and logically in written and oral formats (based on letter of reference)

    viii   Initiative, autonomy, and independence (based on letter of reference)

    ix   Research experience and achievements relative to expectations of someone with the candidate's academic experience.

10. Personal characteristics, interpersonal skills, and leadership will be evaluated based on:

    i   Work experience, leadership experience, project management (e.g., organizing conferences), involvement in academic life, and volunteerism/community outreach described in the student's BPK CV.

11. The Graduate Program Assistant will determine eligibility of each candidate according to GS and BPK criteria. Eligible applications will be randomly assigned in GA3 by the Graduate Program Assistant to two faculty members of the GPC who will act as primary and secondary reviewers. If a GPC member is randomly assigned to review an application from a student whom they supervise, the assignments will be adjusted accordingly to avoid having supervisors review applications from their own students. Reviewers will assess all assigned applications and provide each with a score based on the following criteria:

Descriptor	Range	Outcome
Outstanding	4.5-4.9	Very likely to be awarded
Excellent	4.0-4.4	Likely to be awarded
Very Good	3.5-3.9	May be awarded
Acceptable, but low priority	3.0-3.4	Unlikely to be awarded
Ineligible	-	Will not be awarded

Alternately, reviewer rankings of applications may be used in lieu of this scoring system if it is deemed by the GPC Chair to be a better discriminator. Scores/ranks must be sent to the Graduate Program Assistant 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, applications will typically be discussed. Primary and secondary reviewers will first provide their scores and then the primary reviewer will provide a brief (~2 min.) synopsis of the application. The secondary reviewer will elaborate upon any necessary points (~ 1 min). Members of the GPC will then have the opportunity to provide further discussion. A consensus score will be reached based upon the discussion.

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