

Faculty of Architecture

Environmental Design Program: Architecture Master Preparation Option

Applicant Information Bulletin 2024 – 2025

Application Deadline
January 15, 2024

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This bulletin is available with, and constitutes part of, the application. It is assumed that all applicants have read and understood it prior to submitting the completed application.

Programs Offered: Faculty of Architecture –
 Environmental Design Program:
 Architecture Master
 Preparation (ED AMP) Option

The Faculty of Architecture offers an Environmental Design Program Architecture Master Preparation Option (ED AMP) for students who have a recognized first degree in either a non-design or a design-related field of study and who wish to apply to the Master of Architecture Program. These students may apply and be admitted through ED AMP Option to the Environmental Design program Architecture Option. There are two different streams available (see *Section 9: Other*) for more details.

Section 2: Eligibility Requirements

A. Academic Requirements

The University of Manitoba will require graded coursework to fulfill all admission requirements as outlined in this bulletin. Pass grades will not be considered for meeting any of these requirements unless otherwise stated. Should a grade be retained on your record yet excluded from your institutional GPA calculation, that grade will be used to meet admission requirements and the GPA calculation for your application to the University of Manitoba.

Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Faculty of Architecture at the University of Manitoba. This document outlines categories of admission, requirements and deadlines.

All applicants must meet the following academic requirements:

1. Must have completed an undergraduate degree from a recognized university by June 30th of the year of application.
2. Must have a minimum Adjusted Grade Point Average (AGPA) of 3.0 (B), or equivalent in their last 60 credit hours of university-level study completed by January 15th of the year of application.

B. English Language Proficiency Requirements

All applicants whose primary language is not English and do not qualify for a waiver under the University of Manitoba's English language proficiency regulations will be required to demonstrate proficiency in English.

Additional information regarding specific proficiency requirements, waiver information, and test options can be found on the [English language proficiency requirements](#) page.

Results for most language tests, including TOEFL, IELTS, and Duolingo, expire two years from the test date. Test scores must be valid at the start of classes. Please confirm the validity of your test results.

Section 3: Application Process & Deadlines

A. Application Fees

Canadian/Permanent Residents: \$100.00
International applicants: \$120.00

Applications are not considered received until the application is submitted and the non-refundable application fee has been paid by the posted deadline.

All correspondence, including decision release information will be sent via email and posted to your application portal.

Please ensure your email account remains current and will accept emails from the University of Manitoba. Check your filters.

It is important to check your email and application portal regularly and specifically around the deadlines and important dates listed below.

B. Deadlines and Important Dates

DATE	DEADLINES AND IMPORTANT DATES
January 15, 2024	Last date for receipt of application and application fee.
February 1, 2024	Deadline to submit Curriculum Vitae, Statement of Intent, Portfolio, References, and all official transcripts (other than the UM). Transcripts must include Fall 2023 grades and current registration, if registered in Winter term. Proof of conferral of undergraduate degree, if awarded prior to this date. Last date to submit proof of English proficiency (if required). Last date to submit Proof of Canadian Citizenship or Permanent Residence (if required)
June 30, 2024	Deadline to submit final official transcripts for applicants who completed coursework and/or conferred degrees (Spring Convocation) in the 2023-2024 academic year.

C. Required Application Documentation

The following documents will be required to complete your application:

- **Interim official transcripts** showing Fall 2023 grades and current registration, if registered in Winter 2024 term.
- **Final official transcripts** from any university or college attended other than University of Manitoba. Student copies or photocopies are not acceptable. Transcripts become the property of University of Manitoba and will not be returned.

An English translation of international transcripts in languages other than English must be provided by the issuing institution or by a certified English translator. A translation must include a copy of the

document on which the translation is based. The certified translator must include the original language photocopy and the English translation in sealed envelopes and endorse the envelopes by signing across the seal.

NOTE: It is the applicant's responsibility to inform the Admissions Office in writing of any **deferred exams or grade changes**. All final grades, including grade changes must be submitted to the Admissions Office by the document deadline in order for them to be included in the final selection process.

- **Proof of degree conferral** in a recognized undergraduate degree.
- **Proof of Canadian Citizenship, Permanent Residence or Refugee Status** is required if born outside Canada.
- **Name change documentation** is required if name change has occurred as a result of marriage, divorce or other reason.
- **Proof of Proficiency in the English Language** (see *Section 2: Eligibility Requirements, B. English Language Proficiency Requirements*).

Please send all of the above documentation to the following address:

**Admissions for ED AMP
University of Manitoba
424 UMSU University Centre
66 Chancellors Circle
Winnipeg, MB R3T 2N2**

Electronic transcripts should be submitted to Applicant.Services@umanitoba.ca.

In order to be considered official, electronic transcripts must be sent **directly** from the email of the office responsible for issuing transcripts. Transcripts emailed or forwarded by the applicant are considered unofficial.

The University of Manitoba is a registered receiving organization with MyCreds™. Applicants from participating member universities and colleges can release their transcripts to the University of Manitoba through their MyCreds™ portal. Applicants should select 'Share' and then 'Organization' instead of opting for 'email'.

Applications are not complete until all necessary documents are received. It is the applicant's responsibility to ensure that our office receives all required information.

Applicants must notify the Admissions Office immediately should they either enroll at a post-secondary institution not previously declared on their application or enroll in additional coursework not declared on the previously submitted final transcript provided for assessment. Applicants will be required to provide proof of registration.

D. Required Admission Documentation

In addition to providing the above required application documentation, each candidate is required to submit the following supporting documents for admission consideration by the documentation deadline outlined in *Section 3: Application Process & Deadlines, B. Deadlines and Important Dates*.

Applicants will be asked to provide the below documentation through online submission after the application has been submitted:

1. Statement of Intent

The Statement of Intent should be a description (750 words maximum; 12 pt minimum font size) that reflects and contemplates on your interest in the field of Architecture.

Please review the [Guidelines for Portfolio and Statement of Intent Submission](#) document for guiding questions to assist you in your statement of intent.

2. References

You will be required to submit contact information for two individuals. Applicants are advised that referee (recommender) invitations are system-generated and get sent directly to the referee email provided. Referees will be requested to submit their reference and reference letter electronically. This information is collected in the strictest of confidence and will not be released to the applicant. This is done to ensure the integrity of the recommendation process. References should come from persons able to assess your professional and intellectual ability. **References from family members or friends are not acceptable.**

3. Curriculum Vitae

The Curriculum Vitae should include all relevant biographical facts, work and travel history, etc.

4. Portfolio

Applicants should upload their portfolio to the application system by the documentation deadline outlined in *Section 3: Application Process & Deadlines, B. Deadlines and Important Dates*.

The Portfolio should contain a comprehensive representation of the applicant's creative achievements and potential as well as design interests. Both visual and written work are considered valuable.

Please review the [Guidelines for Portfolio and Statement of Intent Submission](#) document for Portfolio guidelines.

NOTE: Items 1 to 3 above are NOT to be included in the Portfolio PDF and should be provided separately.

Section 4: Selection Process

A. Calculation of the Adjusted Grade Point Average (AGPA)

The Adjusted Grade Point Average (AGPA) is calculated using the applicant's most recently completed 60 credit hours of university level study. Courses completed on a full or part-time basis, in all undergraduate and graduate programs, and in the fall, winter, and summer terms (except for the coursework taken after January 15th in the year of application) will be included in the AGPA calculation.

In the calculation of the AGPA, all courses that have been assigned a final grade are considered "completed" coursework, including failed grades. Courses graded "Pass/Fail" or "Satisfactory" will be excluded from both the AGPA and from the most recently completed 60 credit hour count. Should a grade be retained on your record yet excluded from your institutional GPA calculation, that grade will be used to meet admission requirements and the GPA calculation for your application to the University of Manitoba.

For repeated courses within the most recent 60 credit hours, the highest grade received for the course will be used in the AGPA calculation.

Courses completed at a college, which have been assessed an equivalent to university level courses, will be included in the AGPA calculation.

If the last session has more credit hours available than required, we will use the highest level courses with the highest grades.

NOTE: It is the applicant's responsibility to inform the Admissions Office in writing of any **deferred exams or grade changes**. All final grades, including grade changes must be submitted to the Admissions Office by the document deadline in order for them to be included in the final selection process. Grade changes will not be accepted after the documentation deadline date. If a grade is not available by the documentation deadline date, an 'F' grade will be used in the final admission determination and calculation.

B. Selection

Enrolment into the Environmental Design Program: Architecture Master Preparation Option is competitive and limited. Students will be admitted on the basis of an annual selection process. Applicants satisfying the minimum entry requirements are eligible for consideration at the discretion of the Admissions Selection Committee.

This Committee makes a holistic assessment of an applicant's capability to undertake architectural studies by evaluating their creative abilities and academic potential as evidenced in all supporting documents submitted (see *Section 3: Application Process & Deadlines, C. Required Application Documentation*).

The evaluation is based on the following items:

- Portfolio
- Statement of Intent
- Transcripts
- Two Confidential Reference Letters
- Curriculum Vitae

Each year's admission cycle is separate, and there is no carry over from one year to the next. Students who are accepted in this academic year and decline acceptance cannot defer acceptance. Students must reapply the following year.

C. Notification of Decision

Decisions will be posted to the applicant's portal. Applicants must log into their application portal to view the decision and to accept or decline their offer. If the offer is not accepted and the subsequent deposit paid by the deadline date indicated in the letter, the offer will lapse. Lapsed offers will be considered a declined response. It is imperative that email accounts remain current and that emails and application portals are regularly checked.

In order to accept an offer of admission, a non-refundable deposit of \$200.00 will be required (this deposit amount is subject to change). The deposit will be applied to tuition fees at the time of registration.

Section 5: Reconsideration & Appeals

Individuals who wish to have their applications reconsidered should submit their request to the Chair of the Selection Committee. Past experience has shown that most inquiries can be satisfied at this level without further reference. Persons wishing reconsideration of the decision of the Selection Committee shall direct their request to the Chair within ten (10) business days of the posted decision date (see *Section 8: Contact Information*).

Should the student wish to pursue the reconsideration decision further, such an appeal will be made in accordance with the [Senate Committee on Admission Appeals Procedures](#).

Applicants are advised that appeals of reconsideration decisions by the Senate Admissions Appeal Committee focus on questions of correct adherence to published policies and procedures by the Committee of Selection, and NOT on subjective issues or the relative merits of the application.

Section 6: Counselling of Applicants

The Faculty of Architecture and Admissions Office are able to assist applicants who seek counselling regarding admission to the Faculty of Architecture. However, it is policy not to instruct applicants as to a specific course of action they should follow, but rather to provide the information needed for applicants to make their own

choice with respect to the alternatives available. The following points require special attention:

1. Applicants are encouraged to discuss their plans with all who can usefully advise them, but they should be aware that second and third hand information about admission policies may not be accurate.
2. No official at the university can guarantee the admission of any applicant. Admission is determined by the Committee on the basis of an annual competition.
3. All applicants are advised to supplement any personal enquiries with a written request so that an official written response can be made. It is only these written responses which will be considered as evidence of any advice given (see *Section 8: Contact Information*).

Section 7: Student Accessibility

The University of Manitoba is committed to providing all students equal access to learning opportunities. If you are a student with a diagnosed disability (permanent, chronic, or temporary) who may require academic accommodations, please contact [Student Accessibility Services](#) at 204-474-7423 or by email at student_accessibility@umanitoba.ca to learn more about the confidential supports that are available.

Section 8: Contact Information

Faculty of Architecture - Environmental Design	Carrie Johnson , Student Advisor <i>Telephone:</i> (204) 474-9566 <i>Email:</i> carrie.johnson@umanitoba.ca
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University of Manitoba Admissions Office	Undergraduate Admissions 424 UMSU University Centre <i>Telephone:</i> (204) 474-8808
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Admissions Officer
Hyonjung Lyu

[Contact AMP Admissions Team](#)

The following other contacts may also be useful.

Student Accessibility Services	520 UMSU University Centre <i>Telephone:</i> (204) 474-7423 Email: student_accessibility@umanitoba.ca
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Student Advocacy Office	520 UMSU University Centre <i>Telephone:</i> (204) 474-7423 Email: student_advocacy@umanitoba.ca
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Section 9: Other

The Environmental Design Architecture Master Preparation 1 Option Program is two years in length (66-69 credit hours) and upon completion of this program students will receive a **Bachelor of Environmental Design Degree**. Students who have a design background in an allied design field (i.e. Interior Design or Landscape Architecture, etc.) may be considered on a case-by-case basis, for placement into the second year of the program, however, they are ineligible to receive the Bachelor of Environmental Design Degree after only one year of study.