

Desautels Faculty of Music Applicant Information Bulletin 2024 – 2025

Application Deadline January 15, 2024

Table of Contents

Section 1: General Statement.....	1
Section 2: Eligibility Requirements.....	1
A. Academic Requirements.....	1
1. Direct Entry Category.....	1
2. Advanced Entry Category.....	2
B. Non-Academic Requirements.....	2
1. Letters of Recommendation.....	2
2. Audition.....	2
3. Written Theory Test.....	3
4. Personal Essay.....	3
C. English Language Proficiency Requirements.....	3
Section 3: Application Process & Deadlines.....	3
A. Application Fee.....	3
B. Deadlines and Important Dates.....	3
C. Required Application Documentation.....	3
D. Transfer Credit Information.....	4
Section 4: Selection Process.....	5
A. Calculation of the Cumulative Grade Point Average (CGPA).....	5
B. Notification of Decision.....	5
Section 5: Reconsideration & Appeals.....	5
Section 6: Counselling of Applicants.....	6
Section 7: Student Accessibility.....	6
Section 8: Contact Information.....	6

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:

- Bachelor of Music (B.Mus.) in Composition, General, History, Performance, and Music Education
- Bachelor of Jazz Studies (B.Jazz)

Section 2: Eligibility 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.

A. Academic Requirements

Students may be eligible for admission to the Desautels Faculty of Music programs in one of the following ways, depending on their previous academic history:

1. Direct Entry Category

Applicants in this category are current high school students or students who have already graduated

Section 1: General Statement

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

from high school but have completed fewer than twenty-four (24) credit hours at a recognized university/college. Applicants must meet the General Entrance and Specific Admissions Requirements as listed in the [Direct Entry Applicant Information Bulletin](#).

Additionally, Direct Entry applicants must meet the same non-academic requirements listed below as Advanced Entry applicants (see *Section 2: Eligibility Requirements, B. Non-Academic Requirements* and *C. English Language Proficiency Requirements*).

2. Advanced Entry Category

The Advanced Entry option is for applicants who have completed one year (24 credit hours) or more of studies in another faculty at the University of Manitoba or another recognized post-secondary institution.

Applicants in this category will have fulfilled all Eligibility Requirements as described below. Students must:

1. Complete a minimum of 24 credit hours from a recognized university or college.
2. Achieve a Cumulative Grade Point Average (CGPA) of 2.0 or higher (see *Section 4: Selection Process, A. Calculation of the Cumulative Grade Point Average (CGPA)*).

B. Non-Academic Requirements

All applicants (Direct Entry and Advanced Entry) must meet the following non-academic requirements in addition to the applicable academic requirements.

1. Letters of Recommendation

Applicants require two letters of recommendation. These are usually completed by the applicant's high school music teacher and/or private music instructor. We are collecting this information in the strictest of confidence and it will not be released to the applicant. This is done to ensure the integrity of the recommendation process.

2. Audition

The audition may be up to 30 minutes in length, which allows for 10 to 12 minutes of prepared music. If the music chosen exceeds this length, only portions of the audition repertoire may be heard. In addition to the prepared pieces, applicants will be asked to sight-read and/or sing. The audition will include a short interview. Aural and technical skills may be assessed.

Students auditioning in classical instrument or voice should have achieved a minimum performance level comparable to Royal Conservatory of Music/Conservatory Canada: Grade 6 for Organ; Grade 7 for Voice and Wind Instruments; Grade 8 for Piano; Grade 9 for Stringed Instruments.

Bachelor of Music (B.Mus.)

- Audition requirements vary by area of application and can be found on the [Music \(BMus\) program page](#).

Bachelor of Jazz Studies (B.Jazz)

- Audition requirements can be found on the [Jazz Studies \(BJazz\) program page](#).

Out of Province Applicants

Applicants may audition with a high quality video recording. The recordings must fulfill the audition requirements specified by the area and show the applicant performing.

The written theory entrance test will take place remotely. Please contact the Desautels Faculty of Music Admissions Coordinator (see *Section 8: Contact Information*) to schedule the test date.

Audition Dates and Times

Auditions will take place any time between 9:00 am and 6:00 pm. The audition dates for September 2024 admission are February 12 - 23, 2024 (additional dates and times may be added if application pool is large enough that they are needed). Please ensure that you are available throughout the entire audition period. If you are unable to audition during our advertised dates, please contact the Desautels Faculty of Music Admissions Coordinator in advance.

To be considered for Desautels Faculty of Music scholarships, applicants must meet the application deadline and audition during the advertised audition dates.

3. Written Theory Test

The theory test assesses competency in music rudiments and is usually written on the day of the audition. A grade of 70% or higher is required for admission to the Desautels Faculty of Music. Royal Conservatory Advanced Rudiments or equivalent is generally adequate preparation. A sample theory test is available on the [Music \(BMus\) program page](#).

4. Personal Essay

Applicants are required to submit a personal essay of 250-300 words which outlines their musical aspirations and plans to achieve them.

C. English Language Proficiency Requirements

All applicants whose primary language is not English and who 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 English Language Proficiency Requirements, English Language Proficiency Waiver information, and test options can be found on the [University of Manitoba Admissions website](#).

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 Fee

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* Last day for receipt of recommendations
February 12-23, 2024	Bachelor of Jazz Studies and Bachelor of Music Audition Dates
July 7, 2024	Last day for receipt of all required documentation (official secondary and post-secondary transcripts, proof of immigration, and English language proficiency)

*Late applications and auditions may be considered. Please contact the Desautels Faculty of Music for more information.

C. Required Application Documentation

The following documents will be required to complete your application:

- **Interim transcripts** showing current registration are to be submitted when applying or shortly after.
- **Final official transcripts** from any university or college attended other than University of

Manitoba are required (including exchange, transfer, and letter of permission). 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.

- **Proof of Canadian Citizenship, Permanent Resident Status, or Refugee Status** is required if born outside of 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 use of the English language** (see *Section 2: Eligibility Requirements, C. English Language Proficiency Requirements*)

Please send all documentation to the following address:

**Admission for Music
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 the Admissions Office receives all required information by the applicable deadline.

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. Transfer Credit Information

At the University of Manitoba, all prior course work from recognized post-secondary institutions will be considered as part of the application for admission process for our undergraduate degree and diploma programs.

Courses are evaluated for advanced standing or transfer credit on a course-by-course basis and assigned a University of Manitoba equivalent, where applicable. Where a direct equivalent does not exist, students may receive general (unallocated) credit. The regulations regarding transfer credit are program specific and vary considerably depending on the faculty or school of application. Faculties and schools will only consider external courses completed within the last ten (or fewer) years.

Courses deemed acceptable for transfer credit will be awarded, subject to program approval, up to the maximum allowed under the program of admission, based on the Faculty or School's transfer credit policy and residency requirements (consult the section of the [University's Academic Calendar](#) for details).

Students may be asked to provide comprehensive and accurate course outlines or syllabi, as issued by their institution of study, for all courses lacking a current evaluation. Course outlines or syllabi should include information on course objectives, outline of the units studied, textbook(s) used, assignments, and accompanying laboratory information, if applicable, to assist in the transfer credit assessment process.

An [online transfer credit resource](#) is available for information on current course evaluations receiving credit.

While we appreciate that some institutions do not have course information readily available, many students have been able to provide the information requested by contacting the individual departments or instructors at their prior institutions. Students who are unable to provide the requested course information may render themselves ineligible for programs with specific course requirements. In cases where outlines have not been provided, unsuccessful course attempts, including F grades, may be assessed as part of the academic assessment regulations of a student's program of study. Only successful applicants will be notified of transfer credit results.

[Additional information related to transfer credit](#) is available on the Admissions website.

Section 4: Selection Process

A. Calculation of the Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average will be calculated using all recognized post-secondary course work including original grades of repeated courses.

It is the applicant's responsibility to inform the Admission 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.

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.

B. 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.

Section 5: Reconsideration & Appeals

Individuals who wish to have their applications reconsidered should submit their request in writing to the Admissions Office. Past experience has shown that most inquiries can be satisfied at this level without further reference. Persons wishing reconsideration of the decision shall direct their request to the Admissions Office within ten (10) business days of the posted decision date.

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 Desautels Faculty of Music and Admissions Office are able to assist applicants who seek counselling regarding admission to the Desautels Faculty of Music. 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](mailto:student_accessibility@umanitoba.ca) 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

Desautels Faculty of Music	General Office Room 319 Tache Arts Complex 150 Dafoe Road <i>Telephone:</i> (204) 474-9310 <i>Fax:</i> (204) 474-7546 <i>Web:</i> www.umanitoba.ca/faculties/music/ <i>Email:</i> music@umanitoba.ca
Desautels Faculty of Music Admissions Coordinator	Louella Yambot <i>Telephone:</i> (431) 293-5431 <i>Email:</i> Louella.Yambot@umanitoba.ca
University of Manitoba Admissions Office	Undergraduate Admissions 424 UMSU University Centre 66 Chancellors Circle University of Manitoba Winnipeg, MB R3T 2N2 <i>Telephone:</i> (204) 474-8808 Admissions Officer Corrine Klekta Contact Music Admissions Team

The following other contacts may also be useful.

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