1.0 **Purpose**

The Admissions Committee of the Physical Therapy (PT) Department of the College of Rehabilitation Sciences (CoRS) herein after known as the Admissions Committee is the working standing committee pertaining to admissions policies of the MPT Program Committee of CoRS.

The purpose of the MPT Admissions Committee is to:

1.1 Maintain all correspondence regarding admissions to the Master of Physical Therapy (MPT) program;

1.2 Coordinate the admissions process of new students into the MPT program in conjunction with the Faculty of Graduate Studies of the University of Manitoba;

1.3 Undertake recruitment strategies for prospective applicants;

1.4 Formulate, review and make recommendations for changes to the current Policies for Admissions of the Physical Therapy Department of CoRS in accordance with the University of Manitoba Senate regulations.

2.0 **Composition**

The Admissions Committee shall be composed of:

2.1 **Core Committee**

2.1.1 The Chair of the Admissions Committee;

2.1.2 The Head of the Department of Physical Therapy or designate.

2.2 **Full Committee**

2.2.1 The Chair of the Admissions Committee;

2.2.2 The Head of the Department of Physical Therapy or designate;

2.2.3 The Dean of the College of Rehabilitation Sciences
2.2.4 Appointed Representatives

2.2.4.1 Two (2) Faculty members from the Department of Physical Therapy;

2.2.4.2 One (1) student in Year 2 of the program.

3.0 Nomination of Members

3.1 Committee Chair

3.1.1 The Chair of the Admissions Committee shall be a PT Faculty member and shall be appointed by the Head of the Department of Physical Therapy.

3.2 Appointed Representatives

3.2.1 Faculty Representatives

3.2.1.1 The two (2) faculty representatives shall be recommended by the faculty to the Head of the Department of Physical Therapy for appointment.

3.2.2 Student Representative

3.2.2.1 The method of selection and appointment of the student representative shall be in a manner established by the College of Rehabilitation Sciences Students’ Association (CoRSSA).

4.0 Term of Office

4.1 Appointed Representatives

4.1.1 Faculty Representatives

4.1.1.1 The term of office of the two (2) faculty representatives shall be for two (2) years and renewable.

4.1.2 Student Representative

4.1.2.1 The student representative shall serve for a one (1) year term.

5.0 Termination of Term of Office and Filling the Vacancy

5.1 When a vacancy occurs due to ceasing to be a member of the constituency or resignation from the committee, the represented constituency shall appoint another member to fill the unexpired term of office.

6.0 Meetings

6.1 Presiding Officer
6.1.1 The Chair of the Admissions Committee or designate shall be the presiding officer at all meetings of the MPT Admissions Committee.

6.2 Frequency

6.2.1 A minimum of two (2) meetings per academic year shall be held in the Winter/Spring term.

6.3 Notice

6.3.1 Meetings of the Full Admissions Committee are convened at the discretion of the Core Committee or at the written request of any three (3) members of the Admissions Committee.

6.3.2 At least fourteen (14) calendar days written notice shall be given prior to any regular meeting and at least forty-eight (48) hours published notice of any special meeting of the Admissions Committee. The notice will be accompanied by an agenda and any supporting documents to be considered at the meeting.

6.4 Access

6.4.1 Meetings shall be open to non-members of the committee, subject to space limitations, and to the right of the committee to declare a closed session by the vote of a simple majority of those members in attendance and voting.

6.5 Quorum

6.5.1 The quorum shall consist of a simple majority (one half plus one) of the eligible members of this committee present at the meeting.

6.6 Record of Proceedings

6.6.1 Minutes shall be recorded at each meeting by the support staff member assigned to the Admissions Committee and limited only by legitimate requirements of confidentiality.

6.6.2 A first draft of the minutes will be distributed to the Core Committee within two (2) weeks of the meeting.

6.6.3 The minutes will be circulated to the committee following review by the Core Committee and within one (1) month of the meeting.

7.0 Functions

7.1 The Core Admissions Committee will have the following functions:
7.1.1 Carry out the routine correspondence pertaining to inquiries regarding admissions to the Program;

7.1.2 Arrangement of interviews of appropriate applicants into the program;

7.1.3 Maintenance of adequate records of meetings and applicants;

7.1.4 Maintenance of current statistics regarding pool of applicants;

7.1.5 Liaison with the Faculty of Graduate Studies;

7.1.6 Undertake recruitment strategies of prospective applicants to the Program;

7.1.7 Initiate departmental prerequisite course equivalency evaluations and maintain an internal database of acceptable alternatives;

7.1.8 Follow an established procedure for consideration of exceptions to published eligibility criteria and make recommendations to the full Admissions Committee and/or Selections Committee.

7.2 The Full Admissions Committee will have the following functions:

7.2.1 Formulate, review and make recommendations for changes to the current Policies for Admissions of the Physical Therapy Department in accordance with the University of Manitoba Senate regulations.

8.0 Powers to Recommend

The committee shall have the power to recommend to the Program Committee or through the Department Head to the appropriate person or bodies, with respect to matters of proper concern to the committee and to make recommendations concerning:

8.1 Admission policies concerning the program;

8.2 Other matters as may be brought before the committee;

9.0 Powers to Act

The committee shall have the power to:

9.1 Provide for the regulation and conduct of its business;

9.2 Appoint such committees as it shall deem necessary and confer on them the power and authority to advise on its behalf;

9.3 To approve all matters that must be forwarded to the Program Committee for consideration.
10.0 **Rules of Order**

10.1 Meetings of the committee shall be conducted in accordance with simple parliamentary procedure as outlined in Herb Perry’s Call to Order or Robert’s Rules of Order.

11.0 **Amendments**

The amendment of the Terms of Reference shall be effected by:

11.1 A motion passed by 2/3 of those eligible to vote.

11.2 A subsequent ratification by a 2/3 vote of those present and voting at a duly call and constituted meeting of the Program Committee

12.0 **Review**

12.1 These terms of reference will be reviewed every two (2) years.

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Approved by Program Committee: June 24, 2019; November, 2013; May 22, 2008 (PT Department Council)

Approved by PT Admissions Committee: November 5, 2013; January 27, 2012; June 22, 2009; April 16, 2008

Revised: June 23, 2019; September 30, 2015; November 5, 2013; January 27, 2012; June 22, 2009