

**Rady Faculty of Health Sciences
Max Rady College of Medicine
Post-Baccalaureate Diploma in Medical Physiology and Pathophysiology
Applicant Information Bulletin 2020-2021**

**Application Deadline
April 1, 2020**

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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: Post-Baccalaureate Diploma in Medical Physiology and Pathophysiology

Section 2: Eligibility Requirements

A. Academic Requirements

All applicants must have fulfilled all Eligibility Requirements as described below. Applicants who do not fulfill all Eligibility Requirements will be deemed ineligible.

1. Applicants to the Post-Baccalaureate Diploma in Medical Physiology and Pathophysiology program must possess a three or four year bachelor's degree completed from a university recognized by the University of Manitoba. The degree must be awarded by June 2020.
2. Applicants must have attained a minimum Adjusted Grade Point Average (AGPA) of 3.5 (see Section 4: Selection Process, A. Calculation of the Adjusted Grade Point Average (AGPA)).

Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Rady Faculty of Health Sciences, Post-Baccalaureate Diploma in Medical Physiology and Pathophysiology program at the University of Manitoba. This document outlines categories of admission, requirements and deadlines.

3. Applicants must have completed either:

- 6 credit hours in biology, microbiology, botany, ecology, genetics, and/or zoology; and 3 credit hours in chemistry; and 3 credit hours of physics

OR

- 6 credit hours in animal or human physiology

Note: If the number of eligible candidates exceeds the available spaces, an adjusted grade point average higher than the minimum may be required for admission (see Section 4: Selection Process, A. Calculation of the Adjusted Grade Point Average (AGPA)).

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 through one of the options listed at the University of Manitoba Admissions web site.

See below links to view English Proficiency Waiver information:

(<http://umanitoba.ca/student/admissions/international/english/waiver-criteria.html>)

See below links to view specific English Proficiency Requirement information:

(<http://umanitoba.ca/student/admissions/international/english/index.html>).

Results for most language tests, including TOEFL, IELTS and CanTEST, 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 application fee has been paid by the posted deadline.

All correspondence, including decision release information will be sent via email. (*Please ensure your email account remains current and will accept emails from the University of Manitoba. Check your filters.)

B. Deadlines and Important Dates

DATE	DEADLINES AND IMPORTANT DATES
April 1, 2020	Last date for receipt of application and application fee.
April 15, 2020	Last date for receipt of transcripts for all postsecondary study. If currently in studies, proof of registration must be submitted by the date.
June 1, 2020	Last date to submit proof of English proficiency (if required) for those applying for Fall 2020. Last date for receipt of final official transcripts for all postsecondary study and other required documents that may be requested.
June 30, 2020	Last date to submit proof of graduation if studying in the 2019/2020 academic year.

C. Required Application Documentation

The following documents will be required to complete your application:

- **Interim transcripts** showing all completed course work and current registration. Transcripts are required from any university or college attended other than University of Manitoba (including exchange, transfer and letter of permission).
- **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.
- **Proof of Canadian Citizenship, Permanent Residence 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, B. English Language Proficiency Requirements).

Please send all documentation to the following address:

**Admission for Medical Physiology & Pathophysiology
University of Manitoba
424 UMSU University Centre
66 Chancellors Circle
Winnipeg, MB R3T 2N2**

D. Transfer Credit Information

Students are expected to complete all courses required with registration in the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program. As such transfers will not be considered.

Section 4: Selection Process

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

The Adjusted Grade Point Average (AGPA) is calculated on the most recent 60 credit hours completed by the end of April 2020. The most recent 60 credit hours is calculated by going back term by term until 60 credit hours for which an alpha/numeric grade has been assigned, has been reached.

If the last term selected contains more credit hours than required to reach 60 credit hours, then the last term GPA (including repeats) will be used as a representative grade for the remaining hours. For example, if the last term selected has 12 credit hours with a term average GPA of 3.50 and only 6 credit hours are required, then 6 credit hours will be used with a grade of 3.50.

In the calculation of the AGPA, **all** university-level courses which have been assigned a final grade are considered completed university work, including failed and repeated courses. Courses graded “pass” are excluded from the calculation of AGPA.

Courses completed on a full or part time basis, in all undergraduate and graduate programs, and in Fall, Winter and Summer terms (except for the work taken after the April exam period in the year of application) will be included in the AGPA calculation.

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. Tie Breaking Procedure for Offers

In the event of a tie, the following procedure will be used:

1. Increase the number of significant figures used in the calculation.
2. Where a tie still exists, the application that was received first will be used to break the tie. All completed applications are time stamped upon submission; in the case of a paper application, these applications will be time stamped after they have been entered into the system by a University of Manitoba Admissions Office staff member.

C. Notification of Decision

Once a decision has been made, all applicants will receive an email notifying them to log into their application portal to view the decision. Students who are offered admission will be required to confirm their acceptance. If you do not accept the offer by the deadline date indicated in the letter, your offer will lapse and you will need to contact our office to discuss the possibility of an extension. It is imperative that your email account remains current and that you check it regularly or arrange for someone to check it in your absence.

Section 5: Reconsideration and Appeals

Individuals who wish to have their applications reconsidered should submit their request 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 of the Selection Committee further, such an appeal will be made in accordance with the Senate Committee on Admission Appeals Procedures.

http://umanitoba.ca/admin/governance/governing_documents/students/admission_appeals.html

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, and NOT on subjective issues or the relative merits of the application.

Section 6: Counselling of Applicants

The Rady Faculty of Health Sciences and Admissions Office are able to assist applicants who seek counselling regarding admission to the Rady Faculty of Health Sciences. 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.

<http://umanitoba.ca/student-supports/accessibility>

Section 8: Contact Information

Department of Physiology and Pathophysiology	<p>Dr. Brent Fedirchuk Associate Professor, Associate Head (Education) <i>Telephone:</i> (204)789-3762 <i>Web:</i> https://umanitoba.ca/faculties/health_sciences/medicine/units/physiology/ <i>E-mail:</i> Brent.Fedirchuk@umanitoba.ca</p> <p>Ms. Sharon McCartney Undergraduate Office Assistant <i>Telephone:</i> (204)789-3696 <i>Web:</i> https://umanitoba.ca/faculties/health_sciences/medicine/units/physiology/ <i>E-mail:</i> Sharon.McCartney@umanitoba.ca</p>
Admissions Office	<p>424 University Centre <i>Telephone:</i> (204) 474-8808 <i>Email:</i> admissions@umanitoba.ca</p>
Lead Admissions Officer	<p>Jody Dewbury <i>Email:</i> admissions.postbaccdipmpp@umanitoba.ca</p>

The following other contacts may also be useful.

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