



# UNIVERSITY OF MANITOBA

## Faculty of Engineering

### Applicant Information Bulletin 2019 – 2020

**Application Deadline: March 1, 2019**

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### Section 1: General Statement

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

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.

#### Degree Programs Offered:

Bachelor of Science in Engineering (Biosystems) [B.Sc. (Eng.)]

Bachelor of Science in Engineering (Civil) [B.Sc. (Eng.)]

Bachelor of Science in Engineering (Computer) [B.Sc. (Eng.)]

Bachelor of Science in Engineering (Electrical) [B.Sc. (Eng.)]

Bachelor of Science in Engineering (Mechanical) [B.Sc. (Eng.)]

Focus Areas, Specializations and/or Options are available for each program and details are available in the [Academic Calendar](#). Co-op or internship options are available in all programs.

### Section 2: Eligibility Requirements

#### A. Academic Requirements

##### **1. Admission to the Preliminary Year**

Within the preliminary year, students can complete the courses required to apply for admission to a program. Upon completion of these courses, students will be

required to submit an application and compete for admission with all other applicants to their program(s) of interest.

There are three routes for admission into the preliminary year of the Faculty of Engineering:

*a. From High School via Direct Entry*

Applicants in this category can apply directly from a Manitoba high school (or the equivalent) and must meet the General Entrance and Specific Admission Requirements as listed in the Direct Entry Application Information Bulletin.

[http://www.umanitoba.ca/student/admissions/media/direct\\_entry\\_bulletin.pdf](http://www.umanitoba.ca/student/admissions/media/direct_entry_bulletin.pdf)

*b. Through Engineering Access Program (ENGAP)*

The Engineering Access Program is a specially designed program to support First Nation, Métis, and Inuit people enrolled in the Faculty of Engineering at the University of Manitoba. ENGAP provides assistance in four main areas: social, personal, academic, and financial. It delivers upgrading courses in physics, pre-calculus math, computer science, and chemistry to ensure ENGAP students are prepared for the rigours of an engineering degree. For more information, please visit

<http://umanitoba.ca/faculties/engineering/programs/engap/index.html>.

*c. From a Degree or Engineering Diploma*

Applicants who have graduated from any bachelor’s degree program or a recognized Engineering Technology Diploma program with a minimum adjusted grade point average (AGPA) of 2.50 can be considered for admission to Engineering (Undeclared). These students must have completed the high school pre-requisite courses Pre-Calculus Mathematics 40S<sup>A</sup>, Chemistry 40S<sup>A</sup>, and Physics 40S<sup>A</sup> with no grade lower than 60%. The AGPA will be calculated in accordance with the following table:

Total Credit Hours In Previous Degree	Number of Worst Credit Hours Dropped from Calculation
90-104	18
105-119	21
Over 120	24

Δ - Equivalent education systems are also considered. Equivalency is determined by the Admissions Office and questions regarding this can be directed to that office.

**2. Admission to a Degree Program**

Students who have met the admission requirements by completing the coursework through another faculty at the University of Manitoba, any other recognized post-secondary institution, or through the preliminary year options listed above will compete for admission to any of the five engineering programs offered at the University of Manitoba.

All Engineering programs have enrolment quotas and admission is therefore competitive and not guaranteed. Ranking in the program competitions is based on the candidate’s average over the best eight final grades that have been achieved from within the list of twelve required preliminary year courses.

Applicants who have completed university level courses must have a minimum grade of “C” in at least eight of the following 12 courses or their equivalents in order to be considered for admission to a program:

Required Preliminary Year Courses	
Course Number	Course Title
CHEM 1300	U1 Chemistry: Structure and Modeling in Chemistry
COMP 1012	Computer Programming for Scientists and Engineers
PHIL 1290 *	Critical Thinking
PHYS 1050	Physics 1: Mechanics
MATH 1210	Techniques of Classical and Linear Algebra
MATH 1510 (or MATH 1500)	Applied Calculus 1
MATH 1710 (or MATH 1700)	Applied Calculus 2
ENG 1430	Design in Engineering
ENG 1440	Introduction to Statics
ENG 1450	Intro to Electrical and Computer Engineering
ENG 1460	Intro to Thermal Sciences
One course from the approved <a href="#">Written English Requirement for the Faculty of Engineering List</a> **	

\*PHIL 1290 is recommended but not required; students may choose an alternate course from the Faculty of Arts or Management at the 1000 level or above, with the

exception of ARTS 1110 Intro to University, which may not be held for credit in Engineering.

*\*\*Courses taken outside of the University of Manitoba must be assessed for the Written (W) requirement in addition to being granted course equivalency to one of the courses specified on the approved [Written English Requirement for Engineering list](#). Courses must be granted direct equivalency to a specific course that appears on the list in order to be used.*

#### NOTES:

1. If more than eight of the twelve courses have been completed, the eight courses with the highest grades will be used to determine an adjusted grade point average (AGPA) for selection.
2. Applicants who have repeated courses from the required preliminary year courses, will have their most recent attempt used when calculating the AGPA.
3. All applicants must complete the minimum preliminary course requirements by the end of April 2019 to be considered for September 2019 admission to a program within the Faculty of Engineering.
4. In order to be considered for admission, as well as to continue within the Faculty of Engineering following admission, students who have attempted at least 72 credit hours of courses applicable to a Faculty of Engineering program must have passed at least 75% of the attempted credits. Furthermore, if the student has attempted less than 72 credit hours, the total number of failed credit hours (from all courses with a grade of "D" or "F" that are applicable to the student's potential engineering program) must not exceed 18 credit hours in order to be eligible to be considered for admission.
5. Students who are enrolled at an international post-secondary institution at the time of application will be assessed based upon grades that are available and submitted by the application deadline. In-progress courses will be considered for transfer credit only if the applicant is successful in receiving admission to a Faculty of Engineering program.
6. 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. 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**

***Applicants are required to submit one application whereby they can rank up to 5 choices. The fees listed below cover the application fee for all programs.***

#### **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 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
<b>March 1, 2019</b>	Final deadline to apply to Engineering degree programs
	Final deadline to apply to the preliminary year of Engineering from high school or from a degree or engineering-related diploma
<b>March 15, 2019</b>	Final deadline to submit all documentation (except final official transcripts)*  <i>*For current internationally-educated applicants, this is the deadline for final grades from any of the preliminary year courses that will be used for the purposes of admission. In-progress courses for the Winter 2019 term will be considered for transfer credit only if the applicant is successful in receiving admission to a Faculty of Engineering program.</i>
	Final deadline to submit all course outlines. Courses being submitted to meet the Written English for Engineering requirement will be sent for both course equivalency and the written attribute assessment as long as the provided request form is also submitted by this deadline.
<b>April 1, 2019</b>	Deadline for applicants to indicate if they are changing the rankings of their program choices. Changes can be made by updating the choices listed in the Applicant Portal.
<b>June 1, 2019</b>	Deadline for submission of all outstanding final official transcripts and any other documentation requested by the Admissions Office
<b>Early June,</b>	Admission decisions will appear on

<b>2019</b>	student's application portals. Offers of admission are time sensitive and require the applicant's response within a short period of time.
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### 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 thereafter. Additionally, this should be provided as soon as all Winter semester final grades are available.
- **Course outlines** for all completed and in-progress coursework not taken at the University of Manitoba that might be eligible for transfer credit towards the preliminary year courses.
- **Final official transcripts** from any university or college attended other than University of Manitoba are required. Student copies or photocopies are not acceptable. Transcripts become the property of University of Manitoba and will not be returned.
- **Final high school transcript** should be provided for all applicants applying for admission to the Preliminary Year and for prerequisite purposes for all program applicants (if not already provided).
- **Proof of Canadian Citizenship, Permanent Residence or Refugee Status** is required if born outside of Canada. This can be uploaded to the online application before application submission.
- **Name change documentation** is required if name change has occurred as a result of marriage, divorce or any other reason.
- **Proof of proficiency in the use of the English language** (see Section 2: Eligibility Requirements, B. English Language Proficiency Requirements)

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 the grades to be included in the final selection process.

Please send all documentation to the following address:

**Admission for Engineering  
Enrolment Services, 424 University Centre  
University of Manitoba, Winnipeg, MB R3T 2N2**

**D. Transfer credit information**

At the University of Manitoba, all course work from a recognized prior post-secondary institution will be considered as part of the application for admission process for all 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. The Faculty of Engineering will only consider external courses completed within the last ten 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 at: [www.umanitoba.ca/calendar](http://www.umanitoba.ca/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.

For information on current course evaluations receiving credit, please visit:

[www.umanitoba.ca/admissions/tc](http://www.umanitoba.ca/admissions/tc)

While we understand 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 that are unable to provide the requested course information may render themselves ineligible for programs with

specific course requirements. Only successful applicants will be notified of transfer credit results.

Additional information related to transfer credit may be found at:

<http://umanitoba.ca/student/admissions/application/deadlines/transfer-credit.html>

## **Section 4: Selection Process**

### **A. Admission to the Preliminary Year**

Applicants from the three following categories make up the intake to the preliminary year of engineering. The composition and distribution of spaces for each category will vary each year and is determined by the Engineering Selections Committee.

#### ***1. From High School via Direct Entry***

The selection process is competitive and admission will follow the procedures outlined in the [Direct Entry Applicant Information Bulletin](#).

#### ***2. Through Engineering Access Program (ENGAP)***

Applicants meet with the ENGAP staff and admission is recommended on a holistic basis once documentation has been provided to ENGAP proving First Nations, Métis, or Inuit ancestry.

#### ***3. From a degree or Engineering Diploma***

Selection is competitive and will be based on the applicant's Adjusted Grade Point Average (AGPA) (see Section 2: Eligibility Requirements, A. Academic Requirements, 1. Admission to the Preliminary Year, c. From a Degree or Engineering Diploma).

**NOTE:** Diploma Grade Point Averages are taken at face value and are not adjusted.

### **B. Admission to the Programs**

Enrolment in the Faculty of Engineering is limited and based on competitive selection.

Students will apply for and rank as many of the 5 programs for which they wish to be considered. All applicants will be ranked according to AGPA and will be offered the highest ranked program that they are

eligible for. **Applicants will only receive one offer and will not be waitlisted for any other programs. No changes in ranking of programs will be allowed after April 1<sup>st</sup>.**

**NOTE:** Preference within each program will be given to Canadian Citizens and Permanent Residents. However, each program will aim to admit a minimum of 10% international students.

### **1. Program Capacity Targets**

The following are the maximum number of students admitted to each department within the Faculty of Engineering in a given year:

- Biosystems engineering – 48 students
- Civil engineering – 76 students
- Electrical and Computer engineering – 120 students
- Mechanical engineering – 120 students

### **2. Special Consideration for ENGAP Applicants**

The Special Consideration Category for ENGAP is intended for all First Nations, Métis, and Inuit applicants who have completed the minimum admission requirements for admission (see Section 2: Eligibility Requirements, A. Academic Requirements, 2. Admission to a Degree Program), but who do not meet the cut-off AGPA established for this year's admission. Applicants in this category must also be enrolled in ENGAP for a minimum of eight months by the end of April of the year of application.

Eight admission spaces are available to ENGAP applicants annually. The expected distribution would be as follows:

- Biosystems engineering – 1 student
- Civil engineering – 2 students
- Computer engineering – 1 student
- Electrical engineering – 2 students
- Mechanical engineering – 2 students

If more than eight students qualify in this category, eight applicants will be selected based on an AGPA rank-ordered list (see Section 2: Eligibility Requirements, A. Academic Requirements, 2. Admission to a Degree Program).

Students wishing to be considered in this category must so indicate in the appropriate section on the

Engineering Application Form. If students do not indicate this on the application form by the application deadline, they will not be eligible for consideration within this category.

If you are unsure whether or not to apply under this category, please consult with ENGAP (see Section 8: Contact Information).

Canadian Indigenous ENGAP applicants will automatically be considered in the regular admission process if it is deemed to be to their advantage. For example, an ENGAP Special Consideration applicant who has achieved an AGPA that exceeds the cut-offs established through the regular admission process will automatically be admitted as a regular applicant and will not fill one of the eight available seats in this category.

### **C. 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.

### **D. 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 emails and application portals are regularly checked, especially once decisions start to be released (early June).

Applicants offered admission will have **5 business days** to respond and will be required to pay a non-refundable deposit of \$250.00 to indicate their acceptance of the offer. This deposit will be credited to first year fees or forfeited if the applicant subsequently declines.

## 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) 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.

[http://umanitoba.ca/admin/governance/governing\\_documents/students/admission\\_appeals.html](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 Faculty of Engineering and Admissions Office are able to assist applicants who seek counselling regarding admission to the Faculty of Engineering. However, it is policy to not 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 of Manitoba can guarantee the admission of any applicant. Admission is determined 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. Only written responses 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](mailto:student_accessibility@umanitoba.ca) to learn more about the confidential supports that are available. <http://umanitoba.ca/student/saa/accessibility/>

## Section 8: Contact Information

<b>Faculty of Engineering:</b>	Dr. Nariman Sepheri Associate Dean (Undergraduate Programs) E2-290 EITC Building <i>Telephone:</i> (204) 474-9821 <i>Web:</i> <a href="http://www.umanitoba.ca/engineering">www.umanitoba.ca/engineering</a>
	Judy Schroen-Galinaitis Undergraduate Student Service Coordinator E1-284 EITC Building <i>Telephone:</i> (204) 474-9808 <i>E-mail:</i> <a href="mailto:Judy.Schroen-Galinaitis@umanitoba.ca">Judy.Schroen-Galinaitis@umanitoba.ca</a>
	Diana Klassen Engineering Access Program E2-442 EITC Building <i>Telephone:</i> (204) 474-9369 <i>Email:</i> <a href="mailto:Diana.Klassen@umanitoba.ca">Diana.Klassen@umanitoba.ca</a> <i>Web:</i> <a href="http://umanitoba.ca/student/asc/programs/ENGAP.html">http://umanitoba.ca/student/asc/programs/ENGAP.html</a>

<b>Admissions Office:</b>	424 University Centre <i>Telephone:</i> (204) 474-8808 <i>FAX:</i> (204) 474-7554 <i>Email:</i> <a href="mailto:admissions@umanitoba.ca">admissions@umanitoba.ca</a>
<b>Admissions Officer:</b>	<b>Gareth O'Brien</b> <i>Telephone:</i> (204) 474-7890 <i>Email:</i> <a href="mailto:admissions.engineering@umanitoba.ca">admissions.engineering@umanitoba.ca</a>

The following other contacts may also be useful.

<b>Student Accessibility Services</b>	520 University Centre <i>Telephone:</i> (204) 474-7423 Email: <a href="mailto:student_accessibility@umanitoba.ca">student_accessibility@umanitoba.ca</a>
<b>Student Advocacy Office</b>	520 University Centre <i>Telephone:</i> (204) 474-7423 Email: <a href="mailto:student_advocacy@umanitoba.ca">student_advocacy@umanitoba.ca</a>