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Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Max Rady College of Medicine at the University of Manitoba. This document outlines categories of admission, requirements 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.

Programs Offered: Doctor of Medicine (MD) MD/PhD

Section 2: Eligibility Requirements

A. Academic Requirements

All applicants must meet the following requirements:

1. Bachelor’s degree completed no later than June 30, 2017 from a university recognized by the University of Manitoba. If an applicant is uncertain whether a degree is recognized, the applicant must contact the Admissions Office at the University of Manitoba.

2. Medical College Admission Test (MCAT®) completed no earlier than April 2013 and no later than September 10, 2016. Results from an MCAT® sitting after September 10, 2016 will not be considered in the 2017 – 2018 application cycle. The Admissions Committee has minimum standards for MCAT® score results. Please see Section 4 for details on minimum scores. Your score must be released, to the University of Manitoba, by November 1, 2016 or your application will be withdrawn by the Admissions Office.

3. Adjusted Grade Point Average (AGPA) of 3.30 or higher. An AGPA is calculated based on undergraduate university degree level courses including those taken in a spring or summer session and during part-time studies. The grades from all undergraduate courses will be used in the AGPA calculation including the initial and all subsequent grades from courses that may have been repeated. All grades from undergraduate courses are included regardless of the year in which the course was taken. Calculation of the AGPA will not include graduate program courses. International Baccalaureate (IB) and Advanced Placement (AP) courses will be included in the calculation of the AGPA if the applicant submits the official IB and AP transcripts by the transcript deadline. University of Manitoba students who have received transfer credit for IB or AP courses are not required to resubmit these transcripts. Applicants whose IB and AP course credits do not appear on a University of Manitoba transcript but wish to have them considered must contact the Admissions Office in writing. Information about grade conversion for these courses can be found at:

   http://umanitoba.ca/student/admissions/requirements/advanced-placement-international-baccalaureate.html

4. Biochemistry. Minimum of 6 credit hours (full year or two academic terms) completed in Biochemistry at the university degree level with minimum grade of C in each course. Courses must be complete and a grade assigned no later than June 30, 2017. Biochemistry courses must be completed at a second year level or higher learning. Introductory biology, chemistry and organic chemistry are not acceptable equivalents. The following courses offered at Manitoba universities are accepted prerequisites.

   a. University of Manitoba CHEM/MBIO 2360 & CHEM/MBIO 2370
   b. University of Winnipeg CHEM 3502 & 3503
   c. Brandon University CHEM 363 & CHEM 373
   d. Université de Saint-Boniface CHEM/MBIO 2361 & CHEM/MBIO 2371
   e. Canadian Mennonite University CHEM 2110/CHEM 3110

Note: Upcoming changes for the Fall 2018 intake may affect this requirement. Please visit http://www.umanitoba.ca/student/admissions/application/programs/4595.html to see changes.

5. Humanities/Social Sciences. Credit hours completed in the Humanities/Social Sciences. Applicants with a BSc (General) or BA (General) must complete 18 credit hours in humanities/social sciences. Applicants who complete a 4 Year Major or Honours program may waive up to 12 credit hours of
the humanities/social sciences prerequisite. Courses must be complete and a grade assigned no later than June 30, 2017.

Acceptable subject fields can be found at the following link:


The Max Rady College of Medicine may accept courses other than those offered by a Faculty of Arts on a case by case basis upon request.

Note: Upcoming changes for the Fall 2018 intake may affect this requirement. Please visit http://www.umanitoba.ca/student/admissions/application/programs/4595.html to see changes.

B. Canadian Residency

All applicants must be a Canadian citizen or Permanent Resident of Canada at the time of application.

C. 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. Please confirm the validity of your test results. Test scores must be valid on the start of classes.

D. Categories of Applicants

Choose one applicant pool and, if necessary, a stream. All pool and stream selections will be reviewed by the Max Rady College of Medicine Admissions office and applicants will be placed in the correct pool. The 4 year general MD Program is open to the following applicant pools and streams:

1. Manitoba Applicant Pool

The Admissions Committee gives priority to Manitoba applicants. The University of Manitoba defines Manitoba applicants as those who:

- have graduated from a Manitoba high school; or
- have a recognized degree from a university in Manitoba; or
- have completed a minimum of two consecutive years of full-time academic studies in a recognized program at a university in Manitoba, while physically residing in Manitoba; or
- have been a resident in the Province of Manitoba for a minimum of two (2) years following high school graduation; the two year residence period will not be considered broken where the Admissions Committee is satisfied that the applicant was temporarily out of the province on vacation, in short-term volunteer work or employment, or as a full time student.

Applicants who are a member of the Canadian Forces at the time of application and have provided a minimum of two years of full-time service in the Canadian Forces by the time of application are included in the Manitoba applicant pool regardless of their current residency.

Note: Upcoming changes for the Fall 2018 intake may affect this requirement. Please visit http://www.umanitoba.ca/student/admissions/application/programs/4595.html to see changes.

1.1 Bilingual (French/English) Stream

The Bilingual (French/English) Stream is a subset of the Manitoba Applicant Pool and applicants will be assessed within the Manitoba Applicant Pool.
visit [www.umanitoba.ca/medicine/admissions](http://www.umanitoba.ca/medicine/admissions) for further description of the Bilingual Stream. To be considered eligible for the Bilingual Stream:

- applicants must meet all of the current eligibility requirements for the MD Program;
- applicants invited to interview will conduct a portion of the Multiple Mini Interview in French;
- applicants must meet the current criteria for the Manitoba Applicant Pool;
- applicants must indicate on application francophone or bilingual heritage and/or study (proof may be requested).

### 2. Canadian Indigenous Applicant Pool

The University of Manitoba is committed to addressing the under-representation of Indigenous medical students and Indigenous health-care providers in Manitoba. Applicants from all provinces and territories in Canada are encouraged to declare their First Nations, Metis or Inuit heritage.

- First Nations, Metis and Inuit applicants must meet all of the eligibility requirements.
- All eligible First Nations, Metis and Inuit applicants will be offered an interview.

Applicants who self-identify as First Nations, Metis or Inuit will have their contact information shared with the Coordinator of Indigenous Student Affairs in the Centre for Aboriginal Health Education. The Coordinator will contact all applicants to ensure the Admissions process is understood and to begin to develop a relationship that will be a source of support throughout the medical learning journey.

First Nations, Metis and Inuit applicants are required to submit documentation to support their declaration of Indigenous ancestry. One of the following will be accepted:

- a certified copy of a Status or Treaty card;
- a certified copy of a Nunavut Trust Certificate card;
- roll number or any other proof accepted by Inuit communities.

If none of these forms of documentation are available, enquiries may be made to the University of Manitoba Admissions Office regarding other acceptable documentation.

The Admissions Committee reserves the right to transfer an applicant into the general MD Manitoba or Out-of-Provence applicant pool should prove advantageous to the applicant.

If you would like more information on The Canadian Indigenous Applicant Pool, please visit our website: [http://umanitoba.ca/faculties/health_sciences/medicine/admissions/8822.html#Applicant_Pools_and_Program_Streams](http://umanitoba.ca/faculties/health_sciences/medicine/admissions/8822.html#Applicant_Pools_and_Program_Streams)

### 3. Out-of-Provence Applicant Pool

The Max Rady College of Medicine welcomes applicants from all provinces and territories. The Admissions Committee defines Out-of-Provence applicants as those who are a citizen or permanent resident of Canada but are not a resident of Manitoba. For the 2017-2018 application cycle, up to 5% of the class will be selected from this pool. Eligibility requirements remain the same for this applicant pool and you are welcome to apply if you meet or exceed these minimum requirements.

However, the Admissions Committee discourages individuals from applying who have an AGPA lower than 3.94 and an operative MCAT® score lower than 11 for tests written prior to 2015. If you fall into one or both of these categories, you have a low chance of receiving an invitation to an interview.

### 4. MD/PhD Program Stream

The Max Rady College of Medicine is committed to strengthening and expanding the existing MD/PhD Program to recruit and retain students with academic excellence, evidence of sustained and productive research experience, and strong potential to become a clinician scientist.
To be considered eligible for the MD/PhD Program Stream:

- applicants must meet all of the current eligibility requirements for the MD Program, and must apply to the MD Program;

- applicants must meet the eligibility requirements established by the Faculty of Graduate Studies for the PhD Program, and must apply to the Faculty of Graduate Studies;

- applicants may be required to submit supplemental application materials as established by the MD/PhD Program, and which may include but not be limited to: a curriculum vitae; a personal letter of intent specific to the MD/PhD Program; and letters of reference focusing on the candidate’s research experience and potential to become a clinician scientist.

Applicants must be competitive within their respective applicant pool and are not ranked independently from their cohort.

**Section 3: Application Process & Deadlines**

**A. Application Fee**

Canadian / Permanent Residents: $90.00*

* See Section 2: Eligibility Requirements, B. Canadian Residency

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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadlines and Important Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10, 2016</td>
<td>Last eligible MCAT® sitting for the 2017-2018 application cycle.</td>
</tr>
</tbody>
</table>

**October 1, 2016**

Final deadline to submit completed application and application fee.

Deadline for receipt of documentation of Indigenous heritage and evidence of English or French language proficiency supplied with application (if applicable).

**November 1, 2016**

Final deadline for receipt of official transcripts, including IB and AP transcripts (see Section 2.3).

Final deadline for all remaining application documentation including MCAT scores.

Canadian Indigenous Applicant Pool applicants will be notified to complete and return the autobiographical essay.

References will be contacted for Canadian Indigenous Applicant Pool

**January 6, 2017**

Offers of interview will be sent by email.

References will be contacted for Manitoba and Out of Province Pools

**January 9, 2017**

References and autobiographical essays are due for applicants to the Canadian Indigenous Applicant Pool.

**February 6, 2017**

Reference letters are due for applicants to the Manitoba and Out of Province Pools who were invited to interview

**February 18, 19, 25 & 26, 2017**

Multiple Mini Interviews (MMI) and Canadian Indigenous Applicant Panel Interviews

**May 10, 2017**

Deadline for submission of unofficial transcripts

**May 17, 2017**

Initial offers of admission will be posted

**June 1, 2017**

Remaining decisions are posted to applicant portals

**June 30, 2017**

Deadline for submission of official transcripts and other admission documentation requested by the Admissions Office or the Max Rady College of Medicine.

**C. Required Application Documentation**

The following documents will be required to complete your application:
• Interim transcripts showing current registration are to be submitted by November 1st.

• Unofficial final transcripts must be received by mid-May if offered an interview. Updated transcript may be unofficial or incomplete pending posting of all grades. Email copies of updated transcripts (unofficial or incomplete) to admissions.medicine@umanitoba.ca. Failure to provide an unofficial transcript will result in your interim AGPA being used towards your final ranking.

• 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.

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.

If you are in a graduate studies program, these courses will not be used in AGPA calculation. However, transcripts must still be provided, even if you have just begun your program. Proof of good standing must be provided by June 30th.

• Advanced Placement (AP)/International Baccalaureate (IB) official transcripts must be submitted directly from AP/IB if being used in the application process for AGPA or to meet application requirements. (See Section 2.3)

• Reference letters are required for all applicants who are granted an interview. The Max Rady College of Medicine will contact referees for those applicants invited to interview. Any reference letters received from applicants to the Manitoba or Out of Province Pools prior to being requested will not be considered.

• MCAT® scores must be released to the University of Manitoba

• Immigration documents are required if born outside of Canada.

• Proof of Manitoba Residency (if applicable) (see Section 2: Eligibility Requirements, D. Categories of Applicants, 1. Manitoba Applicant Pool)

• Proof of full-time service in the Canadian Forces (if applicable) (see Section 2: Eligibility Requirements, D. Categories of Applicants, 1. Manitoba Applicant Pool)

• Name change documentation is required if name change has occurred as a result of marriage, divorce or other reason.

• Proof of First Nations, Metis and Inuit heritage (for Canadian Indigenous Applicant Pool applicants only) (see Section 2: Eligibility Requirements, D. Categories of Applicants, 2. Canadian Indigenous Applicant Pool)

• Autobiographical sketch (if applicable) (see Section 4: Selection Process, E. Interview Process, 2. Panel Interview for Canadian Indigenous Applicant)

• Proof of proficiency in the use of the English language (see Section 2: Eligibility Requirements, C. English Language Proficiency Requirements)

• Proof of proficiency in the use of the French language (if applicable) (see Section 2: Eligibility Requirements, D. Categories of Applicants, 1. Manitoba Applicant Pool. 1.1 Bilingual (French/English) Stream)

Please send all documentation to the following address:

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

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.
D. Required Admission Documentation

1. Technical Standards Requirement

The Max Rady College of Medicine has identified the requisite skills and abilities for admission, promotion and graduation in the MD program. These skills, also identified as Technical Standards, are identified in the policy document Essential Skills and Abilities (Technical Standards) for Admission, Promotion and Graduation in the MD Program which can be found at: http://umanitoba.ca/faculties/medicine/education/undergraduate/media/Essential_Skills_Abilities_for_Admissions_Promotion_Graduation(1).pdf

2. Criminal Record Search, Child Abuse and Adult Abuse Registry Checks

All applicants must complete a self-declaration regarding adult criminal records, pending criminal charges and registration on the child abuse registry as an offender; this self-declaration must be done at the time of application. A criminal record search certificate, declaration of pending criminal charges, child abuse registry self-check and an adult abuse registry self-check are required at the time of registration and annually thereafter. Applicants will need to comply with any University of Manitoba policy on criminal record and abuse checks that may be in effect as of the time of registration.

3. Professional Registration

All medical students must be eligible for, and become registered with the College of Physicians and Surgeons of Manitoba (CPSM) by the time of registration. Eligibility requirements can be viewed on the CPSM website at: www.cpsm.mb.ca

Inquiries regarding eligibility for registration must be addressed with the CPSM.

Section 4: Selection Process

A. Calculation of the AGPA

The University of Manitoba assigns credit hours as follows: a full course, normally two terms, is assigned 6 credit hours; a half course, normally one term, is assigned 3 credit hours. Credit hours from other institutions will be assigned based on this scale in order to determine the number of credit hours completed, and the number of credit hours that will be dropped from the calculation of the AGPA.

The University of Manitoba assigns grades on a 4.5 scale and will convert grades from other institutions for admission purposes. Although the eligibility requirements for application require a minimum AGPA of 3.30, the majority of successful Manitoba applicants will have an AGPA over 4.0 and the majority of successful Out of Province applicants will have an AGPA over 4.3.

The undergraduate courses with the lowest marks are dropped from the AGPA calculation providing that an applicant has completed ninety (90) or more undergraduate credit hours, to a maximum of 30 credit hours. The lowest grades are dropped from the AGPA calculation as identified in the table on the right. Courses used to fulfill the Biochemistry requirement will be included in the calculation. In the case of repeated Biochemistry courses, the lower grade may be dropped from the calculation providing it is one of your lower grades and you hold enough credit hours to be eligible for dropped grades.

<table>
<thead>
<tr>
<th>Number of credit hours completed</th>
<th>Number of credit hours dropped</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 95</td>
<td>15</td>
</tr>
<tr>
<td>96 – 101</td>
<td>18</td>
</tr>
<tr>
<td>102 – 107</td>
<td>21</td>
</tr>
<tr>
<td>108 – 113</td>
<td>24</td>
</tr>
<tr>
<td>114 – 119</td>
<td>27</td>
</tr>
<tr>
<td>120 or more</td>
<td>30</td>
</tr>
</tbody>
</table>

All undergraduate university degree level courses will be used to calculate the AGPA including summer courses, part-time, extended education, repeated courses and 2nd degrees. Graduate courses will not be used.

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 documentation 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. Operative MCAT® Score Determination

The MCAT® is administered by the Association of American Medical Colleges (AAMC). All information regarding MCAT® including MCAT®2015®, should be accessed from: www.aamc.org/mcat.

It should be noted that the majority of successful applicants in the Manitoba Applicant Pool have an operative MCAT® score of over 10.00 for scores before 2015; the majority of successful applicants in the Out-of-Province Applicant Pool have an operative MCAT® score of over 12.00 for scores before 2015. There are currently no statistics for MCAT®2015 scores. The score that will most advantage the applicant will be used in calculating the composite score for selection of candidates for interview and ranking of applicants for offer of admission.

You are responsible for ensuring your score(s) are released to the University of Manitoba. If scores are not received by the deadline, your application will be considered incomplete and will be closed.

1. For eligible tests written between April 2013 and February 2015

An operative MCAT® score is generated from the sub-test scores of each single session submitted in the application process. The highest operative score contributes to the applicant’s composite score. The weighting of the sub-test score to create the operative MCAT® score (OMS) is calculated as follows: .375(VR) + .25(PS) + .375(BS) = OMS

For example, an applicant with MCAT® scores of VR=10, PS=9 and BS=8 in a single sitting will have an operative MCAT® of: .375(10) +.25(9) +.375(8) =9

Eligible applicants must have scored a minimum of 7 in each of the Verbal Reasoning (VR), Physical Sciences (PS) and Biological Sciences (BS) sub-tests.

2. For eligible MCAT®2015 tests written after March 2015

For MCAT®2015 tests written between April 17, 2015 and September 10, 2016, there will be no weighting applied to any of the four sections. Given the recent introduction of MCAT®2015 minimum eligible scores have not been established. The total eligible score will be used in the composite score calculation.

C. Enhancing Equity and Diversity

The Max Rady College of Medicine has sought to enhance the representation of rural students, students with advanced academic achievements and students from diverse backgrounds. All applicants can complete the section of the application that reflects these attributes that apply to them. A numerical coefficient is derived based on the answers and the applicant’s scores are weighted. Very few applicants will achieve full rural, advanced academic or diversity weighting. The weighting of these attributes is reviewed annually by the Admissions Committee. Please read the definitions and instructions carefully before answering.

1. Rural Attributes

The Max Rady College of Medicine has recognized the need to enhance the representation of individuals who have connections to and engagement with rural, remote and Northern communities. All eligible applicants will be invited to complete a supplementary questionnaire that would identify rural attributes in the following three (3) domains:

- rural “roots”;
- rural work experience; and
- rural volunteer or leadership experience.

The University of Manitoba’s Max Rady College of Medicine has established rural criteria for Manitoba residents as identified in the online application form. For Out-of-Provence applicants the definition of rural, for the purposes of admission, is an area where the population is less than 40,000. A minimum duration of engagement with a rural community is necessary in order to qualify for rural attribute consideration. Attributes within each domain may contribute to a numerical coefficient for modification of the composite score for selection of candidates for interview and ranking of applicants for offer of admission.

2. Advanced Academic Attributes

The Admissions Committee evaluates advanced academic attributes in the following three (3) domains:

- PhD;
• peer-reviewed publications; and
• academic appointments in a research or professorial stream.

Your PhD must be complete at the time of application. A minimum of 5 peer-reviewed publications is required at the time of application and you must be listed as a 1st or 2nd author.

An academic appointment is a classification of ranking given by a university for tenured faculty. The position would be given the title of Professor, Associate Professor, Assistant Professor or Lecturer. Someone holding this position would be responsible for academic programs, with a high level of authority and advanced knowledge.

Attributes within each domain may contribute to a numerical coefficient for modification of the composite score for selection of candidates for interview and ranking of applicants for offer of admission.

3. Socioeconomic and Cultural Diversity

The University of Manitoba’s Max Rady College of Medicine recognizes that in order to meet its social accountability mission and meaningfully serve the complex and diverse health care needs of Canadians, there must be enhanced diversity of registrants. It is further acknowledged that diversity encompasses many dimensions including ethnicity and religion, gender and sexual orientation, geographic origin, and socioeconomic status. Accordingly, all eligible applicants will be invited to complete a supplementary questionnaire that would identify family, economic and sociocultural characteristics or attributes. The Admissions Committee evaluates diverse attributes in the following three (3) domains:

• family history;
• economic information; and
• other socio-cultural determinants.

Attributes within each domain may contribute to a numerical coefficient for modification of the composite score for selection of candidates for interview and ranking of applicants for offer of admission.

D. Selection of Applicants for Interview

The Admissions Committee will calculate a composite score to determine an applicant’s ranking. The composite score will be modified by the rural, advanced academic, and socioeconomic and cultural diversity coefficient calculated for all eligible applicants.

All applicants who meet the eligibility requirements are ranked by calculating a composite score in the following way:

\[(27.3\% \text{AGPA} + 72.7\% \text{MCAT®}) \times (\text{rural co-efficient if >0}) \times (\text{academic co-efficient if >0}) \times (\text{socioeconomic and cultural diversity co-efficient if >0})\]

Applicants’ component scores with differing variances are standardized by determining Z-scores within their respective applicant pool before mathematically combining the component scores to calculate the composite scores and ranking for selection of applicants for interviews. Applicants are initially ranked within their respective pool and only those applicants whose composite score is deemed to be competitive within their respective pool will be invited for an interview. All eligible applicants to Canadian Indigenous Applicant Pool will be offered an interview.

Applicants to the MD/PhD Program who are selected for interview will have their application to the MD/PhD Program reviewed by the MD/PhD Program Admissions Committee. Applicants who are highly ranked by the MD/PhD Program Admissions Committee will be invited for an interview specific to this program in addition to the interview for the general MD Program.

Given the limited number of positions in the MD/PhD Program Stream and Bilingual (French/English) Stream, it is conceivable that an applicant may be competitive within their respective pool but not competitive for the specific stream; in this circumstance the Admissions Committee reserves the right to place the applicant in the general MD Program as it may be advantageous to the applicant.

E. Interview Process

1. Multiple Mini Interview (MMI)

The University of Manitoba uses the Multiple Mini Interview (MMI) format for all applicants. Information
Regarding the MMI format is available on our website. Applicants are required to come to the University of Manitoba to participate in the interview. Applicants who are not available to attend one of the scheduled interview dates will not be considered for admission.

The interview process for applicants in the Bilingual Stream will include a component of the Multiple Mini Interview conducted in the French language. In order to be considered eligible for admission, all applicants must achieve the following:

- a passing mark on 9 of 11 MMI stations; and
- a total MMI score greater than two standard deviations below the mean; and
- a mean score acceptable to the Admissions Committee established annually based on the applicant cohort.

Candidates who do not achieve these standards on the MMI will not be considered for admission regardless of MCAT® or AGPA scores.

2. Panel Interview for Canadian Indigenous Applicants

Applicants who have declared their First Nations, Metis and Inuit heritage, have met the eligibility requirements for AGPA and MCAT®, have provided the appropriate supporting documentation and wish to be considered in the Canadian Indigenous Applicant Pool will be invited to participate in both the MMI and a panel interview. Information regarding the panel format is available on our website. Applicants are required to come to the University of Manitoba to participate in the interview. Those who participate in the panel interview will be ranked in the Canadian Indigenous Applicant Pool as well as the applicable Manitoba or Out-of-Province Applicant Pool.

Applicants will be required to submit additional autobiographical information in advance of the panel interview. Criteria for this information will be included with the invitation to interview.

F. Letters of Reference

Applicants should select referees who have current knowledge of their attributes and activities and who can evaluate their suitability for the study and practice of medicine. Referees will be asked to address specific questions regarding the applicant. References from family or extended family members will not be considered. For more information on selecting references, go to: http://umanitoba.ca/faculties/health_sciences/medicine/admissions/8839.html

The Max Rady College of Medicine may contact the applicant’s referees to verify the reference and provide clarification if requested by the Admissions Committee. The Admissions Committee reserves the right to contact other individuals whose knowledge of the applicant might be considered relevant to the assessment of the application.

Letters of reference are solely used to verify the suitability of the applicant, and do not contribute to the applicant’s composite score for the Manitoba and Out-of-Province Applicant Pools. The letters of reference contribute to the composite score only for applicants in the Canadian Indigenous Applicant Pool.

The Max Rady College of Medicine will request references for those applicants who are invited to an interview only. References received prior to this request will be discarded unless prior arrangements have been made. An application may be deemed incomplete and therefore ineligible if reference letters are not received.

G. Professional Attributes

A Max Rady College of Medicine subcommittee will review the applications of individuals who manifest concerns that may be predictive of future breaches of professionalism. Such concerns may include but are not limited to: an adult criminal conviction; a breach of academic integrity; concerns identified in the application process; concerns identified in the MMI, and where applicable the panel interview for individuals in the Canadian Indigenous Applicant Pool; or concerns expressed in letters of reference. The review by the subcommittee is an anonymous process and all documents presented are redacted of identifiable information.

The subcommittee will advise the Admissions Committee regarding the suitability of the applicant, and decisions regarding the application process may
be made based upon the subcommittee’s recommendation. Applicants are advised if the Admissions Committee declines an offer of admission based upon evaluation of professional attributes. The Max Rady College of Medicine retains the application files of individuals whose documentation has been reviewed by the subcommittee such that a serial assessment of professional attributes can be undertaken should an individual reapply. A review by the subcommittee neither precludes eligibility for reapplication in subsequent application cycles nor influences selection of applicants for interview. **H. Ranking of Applicants for Offer of Admission**

All applicants who were selected for interview and participated in the interview process are ranked by the Admissions Committee.

1. **General MD Program, MD/PhD Program Stream, and Bilingual Stream**

All applicants who participated in the interview process will be ranked in their respective pool by calculating a composite score in the following way:

\[(15\% \text{AGPA} + 40\% \text{MCAT}\® + 45\% \text{MMI}) \times \text{(rural co-efficient if >0)} \times \text{(academic co-efficient if >0)} \times \text{(socioeconomic and cultural diversity co-efficient if >0)}\]

Applicants' component scores with differing variances are standardized by determining Z-scores within their respective applicant pool before mathematically combining the component scores to calculate the composite scores and ranking for applicants for offer of admission.

The Admissions Committee reserves the right to transfer an applicant into the General MD Program Stream (Manitoba or Out-of-Province Applicant Pool), based on residency status, should this prove advantageous to the applicant.

2. **Canadian Indigenous Applicant Pool**

Offers of admission will be extended to applicants who are recommended to the Admissions Committee by the Canadian Indigenous Applicant Pool panel, regardless of composite score of MMI results.

The Admissions Committee reserves the right to transfer an applicant into the General MD Program Stream (Manitoba or Out-of-Province Applicant Pool), based on residency status, should this prove advantageous to the applicant.

**I. Tie Breaking Procedure for Offers**

The University of Manitoba has approved a tiebreaking procedure for admissions. 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.

**J. 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 that 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 out 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.

The Admissions Committee will send offers of admission to successful applicants initially on two dates: May 17, 2017 (using unofficial final grades) and June 1, 2017. Applicants may be placed on a waiting list after June 1, 2017 and individuals will be selected from that list as vacancies become available. The last date of selection from the waiting list is on or about August 22, 2017.

Applicants who are deemed unlikely to be offered admission will be notified on June 1, 2017.

Applicants offered admission will have 5 business days to respond and will be required to pay a non-refundable deposit of $500.00 to indicate their acceptance of the offer. This deposit will be credited
to first year fees or forfeited if the applicant subsequently declines.

K. Deferral of Admission

Deferral requests will be reviewed on a case-by-case basis. Please submit your request in writing to medicine.admissions@umanitoba.ca.

Section 5: Reconsideration & Appeals

Applicants who wish to appeal a decision made by the Admissions Committee, must submit their request in writing to the Director, Admissions, Max Rady College of Medicine.

This request must be received no later than 10 working days from the date of the electronic notification of the decision the applicant wishes to appeal.

Appeal of admission decisions occurs at two levels within the Max Rady College of Medicine:

Level 1: the Director, Admissions, Max Rady College of Medicine

Level 2: Committee for Reconsideration of Admissions Decisions.

The mandate of the Max Rady College of Medicine appeal process shall focus on adherence to the published policies and procedures of the Admissions Committee, and not on substantive issues or the relative merits of the application. For more information on the appeal policy for Max Rady College of Medicine Admission, please contact the Administrator, Admissions, Max Rady College of Medicine (see Section 8: Contact Information)

An applicant may appeal the decision of the Max Rady College of Medicine to the Senate Committee on Admissions Appeals. The appeals procedures and guidelines may be found at the following link: http://umanitoba.ca/admin/governance/governing_documents/students/admission_appeals.html

A. Confidential Process

An application for admission and the supporting documentation are personal information and the Max Rady College of Medicine will treat them with confidentiality, pursuant to its obligations under The Freedom of Information and Protection of Privacy Act. Information about applications will only be released and used for the purpose of assessing the candidate’s suitability for admission and making reasonable accommodations. Information about successful applicants will form part of the student’s file and be used for academic purposes.

The Max Rady College of Medicine retains information related to unsuccessful applications for 2 years. Information related to successful applicants is placed on the student’s permanent file and will be retained indefinitely. The Max Rady College of Medicine reserves the right to retain information indefinitely should there be evidence of information that may have a bearing on future professional behaviour for those who choose to re-apply.

Section 6: Counselling of Applicants

The Max Rady College of Medicine and Admissions Office are able to assist applicants who seek counselling regarding admission to the Max Rady College of Medicine. 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. (Section 8: Contact Information)
The Max Rady College of Medicine must protect the integrity of the admissions process. As a result, applicants will not have access to certain information related to their application, including:

- letters of reference;
- specific MMI, panel or MD/PhD interview scoring;
- composite score or ranking; and
- names of MMI, panel or MD/PhD interviewers.

The names of the members of the Admissions Committee and the names of the members of the Committee for Reconsideration of Admissions Decisions will not be disclosed.

**B. Student Advising**

The Max Rady College of Medicine and the University of Manitoba Admissions Office are eager to assist all applicants who seek counseling regarding admission to the MD program. 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 the applicants to make their own choices with respect to the alternatives available.

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 College admission policies is often incorrect and should not be relied upon.

All applicants are advised to supplement any personal inquiries with written inquiries 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 by the Max Rady College of Medicine or from the Admissions/Enrolment Services office. Student Advisory Meetings will be available for unsuccessful applicants. These meetings will be held in July and August of 2017. As stated above, information regarding scoring, ranking and specifics from your MMI will not be available.

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**Section 7: Other Information**

**A. Consideration for Applicants with Disabilities**

The Max Rady College of Medicine supports individuals with disabilities who may require accommodation to meet the requisite skills and abilities for admission, promotion and graduation in the MD program.

Individuals concerned about the extent to which technical skills are affected by disability considerations, can view the consult with Student Accessibility Services or view the website below.

The policy regarding Accommodation for Undergraduate Medical Students with Disabilities can be found at: [http://umanitoba.ca/faculties/medicine/education/undergraduate/media/Accommodation_for_Undergraduate_Medical_Students_with_Disabilities(2).pdf](http://umanitoba.ca/faculties/medicine/education/undergraduate/media/Accommodation_for_Undergraduate_Medical_Students_with_Disabilities(2).pdf)

If you require accommodation during the admissions process, please contact Student Accessibility Services directly.

**B. Consideration for Applicants with Blood borne Pathogens**

Infection with a blood borne pathogen does not preclude admission to the Max Rady College of Medicine. Individuals with blood borne communicable diseases including but not limited to Hepatitis B Virus, Hepatitis C Virus, and Human Immunodeficiency Virus who are contemplating application should seek counsel regarding their intention. Counsel could be received from a medical doctor with expertise in infectious diseases, or the Office of Student Affairs in a university with medical and doctoral programs. This consideration does not preclude an applicant’s requirement to meet the technical standards requisite for admission to, promotion in, and graduation from the College.

Applicants who are known to have a chronic blood borne communicable disease, including but not limited to individuals who are known to be seropositive for Hepatitis C Virus and/or Human Immunodeficiency Virus, and/or have a positive test for Hepatitis B Virus, must notify the Office of Student Affairs – Medicine at the time of admission.
## Section 8: Contact Information

For questions about the application process, applicant pools and streams, rural, academic and diversity scoring, references, and multiple mini interviews contact the Max Rady College of Medicine.

| Max Rady College of Medicine: | 260 Brodie Centre, 727 McDermot Avenue  
Winnipeg, MB  R3E 3P5 |
| Administrator, Admissions: | **Julia Blonski**  
Telephone: (204) 789-3499  
Email: medicine.admissions@umanitoba.ca |

For questions about the application, and prerequisites, transcripts and AGPA calculation contact the Admissions Office.

| Admissions Office: | 424 University Centre  
Telephone: (204) 474-8808  
Email: admissions@umanitoba.ca |
| Lead Admissions Officer: | **Jody Dewbury**  
Telephone: (204) 474-8825  
Email: admissions.medicine@umanitoba.ca |

The following other contacts may also be useful.

| Centre For Aboriginal Health Education (CAHE): | A101 Chown Building, 753 McDermot Avenue  
Telephone: 204-789-3511  
Email: cahe@cc.umanitoba.ca |
| Student Accessibility Services: | 520 University Centre  
Telephone: (204) 474-7423  
Email: student_accessibility@umanitoba.ca |
| Student Advocacy Office: | 520 University Centre  
Telephone: (204) 474-7423  
Email: student_advocacy@umanitoba.ca |