

ACADEMIC REQUIREMENTS IN THE IEEQ PROGRAM

As an IEEQ Program participant, what is my student status at the University of Manitoba?

You will be registered in the courses for the IEEQ Program as a student in the Post Baccalaureate Diploma in Engineering. The program code you will see on your transcript is “Engineering-IEEQ”.

Are the courses in the IEEQ Program created just for IEEQ Program participants?

Only one course in the IEEQ Program is created for and offered only to IEEQ Program participants. This is the course ENG 4020 *Professional Engineering Practice in Manitoba*. In all other courses, you will be grouped with “regular” undergraduate students who are working to earn their Bachelor’s degree. The IEEQ Program places participants into open spaces in existing Engineering courses. The content, scheduling, and timing of the courses are determined by the various departments in the Faculty of Engineering and **not** by the IEEQ Program.

What are the expectations of IEEQ Program participants in their courses?

You are expected to participate in the courses on the same basis as any other student. This includes attending classes and labs and completing all assignments, labs, tests, and exams. You will be evaluated in the class on the same basis as any other student. A passing grade in any course is a grade of C or higher.

All University of Manitoba and Faculty of Engineering policies, including but not limited to Voluntary Withdrawal, Authorized Withdrawal, Limited Access in courses, and GPA calculations apply to IEEQ Program students.

During your time at the University of Manitoba, you are also expected to act as an ambassador of the IEEQ Program. Your conduct and professionalism with your fellow students and professors will affect the perception of the IEEQ Program and their willingness to participate in the program in the future.

How does the number of Confirmatory Examinations assigned by Engineers Geoscientists Manitoba correspond to the number of courses that I have to complete in the IEEQ Program?

The total number of courses required in the IEEQ Program is generally calculated as twice the number of Confirmatory Exams assigned by Engineers Geoscientists Manitoba. In all cases, there are two core courses that all participants must complete. These core courses are:

ENG 3000 *Engineering Economics*

ENG 4020 *Professional Engineering Practice in Manitoba*

The following table shows how the Confirmatory Exams assigned by Engineers Geoscientists Manitoba correspond to the number of courses required in the IEEQ Program.

Confirmatory Exams assigned by Engineers Geoscientists Manitoba	Number of courses required in the IEEQ Program (not including ENG 4800 <i>(Co-op Work 1- IEEQ)</i>)	List of University of Manitoba courses required in the IEEQ Program (not including ENG 4800 <i>Co-op Work 1-IEEQ</i>)
One (1) or two (2) technical exams ¹	4	ENG 3000 Engineering Economics; ENG 4020 <i>Professional Engineering Practice in Manitoba</i> ; and, Two (2) technical courses ²
One(1) or two (2) technical exams plus Engineering Economics		
Three (3) technical exams	6	ENG 3000 Engineering Economics; ENG 4020 <i>Professional Engineering Practice in Manitoba</i> ; and, Four (4) technical courses.
Three (3) technical exams plus Engineering Economics		
Four (4) technical exams	8	ENG 3000 Engineering Economics; ENG 4020 <i>Professional Engineering Practice in Manitoba</i> ; and, Six (6) technical courses.
Four (4) technical exams plus Engineering Economics		
Five (5) technical exams	10	ENG 3000 Engineering Economics; ENG 4020 <i>Professional Engineering Practice in Manitoba</i> ; and, Eight (8) technical courses.
Five (5) technical exams plus Engineering Economics		

Notes:

- 1 Technical exams refer to exams assigned from Group A or Group B of the Discipline Examinations (see <http://engineerscanada.ca/become-an-engineer/examination-syllabus>). Technical Exams do not include Confirmatory Exams assigned from the Basic Studies (BS) or Complementary Studies (CS) syllabi, such as 11-CS-1 Engineering Economics.
- 2 Courses are taken from lists established by Engineers Geoscientists Manitoba that define which University of Manitoba courses correspond to a given Confirmatory Exam.

For example:

The result of Fernando’s *Assessment of Academic Credentials* by Engineers Geoscientists Manitoba was for three Confirmatory Exams, as follows:

Two exams from your choice from Group A of the Mechanical Engineering syllabus, and One exam of your choice from Group B of the Mechanical Engineering syllabus

Therefore, in the IEEQ Program, Fernando would take the following:

2 core courses plus 4 technical courses = 6 courses total (plus ENG 4800 *Co-op Work 1- IEEQ*)

Why would I have to take 6 courses in the IEEQ Program if I was only assigned 3 Confirmatory Examinations by Engineers Geoscientists Manitoba?

The IEEQ Program is not intended to be a 1:1 substitution for Confirmatory Examinations. Rather, it is an *alternative process* which offers the benefits of a structured academic environment, Canadian co-op work

experience, cultural orientation, language support, and a common environment with other internationally-educated engineers. It is a process that will often be more time efficient than completing Confirmatory Examinations.

How will my technical courses be chosen?

Your technical courses will be matched as closely as possible to the Confirmatory Examinations assigned by Engineers Geoscientists Manitoba. In the IEEQ Program, approved lists of course equivalents that have been developed by Engineers Geoscientists Manitoba will guide us in our course selections for each individual.

After matching the assigned Confirmatory Examinations to the equivalent U of M courses, you will be consulted on any remaining courses that you may need to fulfill your program requirements. Once all Engineers Geoscientists Manitoba requirements have been adequately met, any remaining courses may be chosen based on your personal background, experience, interest, and the fit of the course in your timetable.

In all cases, you will be given an opportunity to review and ask questions about your course list before you are formally registered in the courses. Engineers Geoscientists Manitoba reserves the right to give final approval of the list of courses in the IEEQ Program.

Here are some of the parameters that guide our course selection:

- The intent of the IEEQ Program is for its participants to demonstrate their competency for *academic qualification* with Engineers Geoscientists Manitoba. This is your end goal. Engineers Geoscientists Manitoba bases *academic qualification* on the accredited degree, which in Canada is the Bachelor's degree. For that reason, you are expected to demonstrate your competency in the same courses as Bachelor's degree students, and at the same level as graduating Bachelor's degree students. Therefore, the intent of the IEEQ Program is to provide you with the opportunity to demonstrate your technical competency in fourth-year, and occasionally in third-year, undergraduate courses.
- Graduate courses (7000 level) are not available to you unless you are registered as a student in the Faculty of Graduate Studies. IEEQ Program students will not normally have access to graduate level courses.
- Some courses listed by a department and/or listed in the University Calendar may not be offered in a given year.
- Space availability in a course's lecture and/or lab sections.
- Often, the scheduling of courses is the largest determinant in putting together a workable timetable for an individual participant in the IEEQ Program. For example, two interesting courses may be offered in the same timeslot.

A sample course list may look as follows:

Confirmatory Exams assigned by Engineers Geoscientists Manitoba (3)	IEEQ Program Course Requirements (6) (not including ENG 4800 IEEQ Co-op Assignment)	IEEQ Program Course List (not including ENG 4800 IEEQ Co-op Assignment)
	Core Course: <i>Engineering Economics</i>	ENG 3000 <i>Engineering Economics</i>
	Core course: <i>Professional Engineering Practice in Manitoba</i>	ENG 4020 <i>Professional Engineering Practice in Manitoba</i>
Choice of Group A Mechanical	Technical Course	Determined in consultation with IEEQ Staff ¹
Choice of Group A Mechanical	Technical Course	Determined in consultation with IEEQ Staff
Choice of Group B Mechanical	Technical Course	Determined in consultation with IEEQ Staff
	Technical Course	Determined in consultation with IEEQ Staff

Notes

1 In this example, the technical courses are chosen from the lists established by Engineers Geoscientists Manitoba that define which University of Manitoba courses correspond to a given Confirmatory Exam.

What happens if I fail a course?

To successfully complete the IEEQ Program, you must successfully complete the assigned courses. To pass a course, you need a grade of C or better.

If you fail a course (receive a grade of D or F), you are allowed **one repeat** in the course.

- The repeat is generally accomplished by re-registering in the same course in the following year, subject to the Limited Access Policy (see page 22 for explanation of this process).
- If you are in your final term in the IEEQ Program **and** at the discretion of the department offering the course, arrangements may be made for a Supplemental Exam.

Supplemental Examinations are offered by some faculties to students who have not achieved the minimum result in required courses. Within the conditions established by the student’s faculty, a student who is granted a Supplemental Examination is given the opportunity to rewrite a final examination. If the department offering the course allows a Special Exam, the following provisions must also be met:

- Only one (1) supplemental exam is allowed over the duration of the IEEQ Program.
- Supplemental Exams are written after the term ends. They are scheduled by the Dean’s Office or by the department offering the course.
- There is an application form and a fee (approximately \$80) for each Supplemental Exam.
- Supplemental Exams are only an option for courses in the Faculty of Engineering (i.e. ENG XXXX, CIVL XXXX, MECH XXXX, ECE XXXX, and BIOE XXXX. Supplemental Exams are not available for courses that you may be taking outside of the Faculty of Engineering (for example, STAT 2220 Statistics).

Re-registering in the course (repeating the entire course) will usually delay completion of the IEEQ Program by at least four months, and often by as many as eighteen months.

The IEEQ Staff will guide you through the options and help you to decide the best option for your case. **Only one repeat attempt at any failed course is allowed.** For example, you cannot write a Deferred Final Exam in a failed course, and if you are still not successful, register in the entire course again. If the first repeat attempt is unsuccessful, you will be exited from the IEEQ Program.

A repeat attempt must be in the **same** course as the failed course.

You are responsible for any fees associated with a Deferred Final Exam or a repeated course.

Are there a maximum number of failed courses allowed?

Yes, there are a maximum number of failed courses allowed in the IEEQ Program.

If you were assigned up to six courses when you entered the IEEQ Program (not including ENG 4800 *Co-operative Work 1- IEEQ*), the maximum number of failed courses allowed is two (2).

If you were assigned between seven and ten courses when you entered the IEEQ Program (not including ENG 4800 *Co-operative Work 1- IEEQ*), the maximum number of failed courses allowed is three (3).

Failed courses will be addressed as described in the previous section. Note that only a single repeat of any failed course is allowed. You must pass all repeated courses to successfully complete the IEEQ Program. If you fail any repeated courses again, you will be exited from the IEEQ Program.

What happens if I want to withdraw from a course after it has begun?

In each term (fall term and winter term), there is a 'registration revision period' of two weeks, in which changes can be made to your registration without academic penalty and without financial penalty. If you begin a course and decide after two or three classes that you need to withdraw from that course, the IEEQ Program Academic Coordinator can withdraw you from the course without financial or academic penalty. You will receive a credit on your tuition fees, and the course will not appear on your permanent record (transcript). However, you will need to choose another course in its place in order to complete the IEEQ Program requirements. Certain required courses cannot be substituted with another course and the choice of courses must conform to Engineers Geoscientists Manitoba's Assessment of Academic Credentials result.

If you decide to withdraw after the registration revision period ends, you can still do so before the Voluntary Withdrawal (VW) deadline. The VW deadline is in mid-November for the first term and mid-March for the second term. Please check the University Calendar for exact dates. If you voluntarily withdraw from a course after the deadline, you also lose your fees for that course. The course will still appear on your permanent record (transcript) with the notation 'VW'. In addition, you will need to choose another course in its place in order to complete the IEEQ Program requirements. Certain required courses cannot be substituted with another course and the choice of courses must conform to Engineers Geoscientists Manitoba's Assessment of Academic Credentials result.

Voluntary withdrawal from a course or other requested course changes may delay program completion. You are responsible for all fees associated with registering in a course the second time (after an initial VW from the course). Starting with registration for Winter 2018, a new Limited Access Policy will prevent you from registering/wait listing for a course that you are repeating (or equivalent) until the 'Limited Access Term Expiry Date' has passed.

The Limited Access Term Expiry Date is the date at which you may register to repeat a course from which you have previously withdrawn. This date will be after the Initial Registration Period for the term.

There are specific Limited Access Term Expiry Dates for each term, which will be published in the Academic Schedule. The first Limited Access Term Expiry Date will be December 4, 2017, for registration in courses in Winter 2018. Please see the IEEQ Academic Coordinator for more detail.

What happens if I cannot attend a test or exam?

There are several reasons why you may not be able to attend a test or exam. One reason may be due to personal illness or personal emergency. Please refer to the University of Manitoba policies on the University website for full information.

Another reason why you may not be able to attend a test or exam may be for religious observances. It may be the case that the test or exam falls on the date of a religious holiday. In this case, the University of Manitoba policy is as follows:

“Deferred Examination: A deferred examination is a privilege that may be granted to a student:

(a) who is unexpectedly unable to write a final examination as scheduled; or

(b) who knows in advance that he or she is unable to write an examination at the scheduled time. Students may request a deferred examination(s) on the grounds that they are unable to write said examination(s) due to:

(i) a medical condition; or

(ii) participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event; or

(iii) religious obligations.

Making a false or misleading claim regarding a deferred examination may be considered an offence under the Student Discipline Bylaw. Penalties may range from a failed grade in the course to suspension or expulsion.

If you are unable to attend a test or exam, you must notify the course instructor and the IEEQ Program office as soon as possible.

Academic Standards

To maintain good academic standing, a student must maintain a cumulative GPA that meets or exceeds the minimum academic standards described in the table below. The standards are based on the total number of credit hours accumulated while in the IEEQ Program, including courses taken during the term in question. A student who fails to meet the standard is placed on probation or on academic suspension.

	Probation	Suspension
Cumulative GPA after Term 1 in program	under 1.80	under 1.00
Cumulative GPA after Term 2 in program	under 2.00	under 1.70
Cumulative GPA after all subsequent academic terms in program	under 2.00	under 1.80

NOTES:

- Cumulative Credit Hours includes all courses, institutional and transferred, completed at the same level.
- When a student repeats a course or takes an equivalent/mutually exclusive course (for example, a course that may not be held for credit with the original course), all attempts at that course shall be used in the calculation of the TGPA and CGPA.

Engineers Geoscientists Manitoba reserves the right to review a participant's progress after each successive academic term.

Probation Standards and Academic Suspension Regulations

Students on probation must improve their academic performance and regain good academic standing to avoid being suspended. Specifically, after the next academic term in the IEEQ Program, students on probation are required to equal or to exceed the probation standard in order to regain good academic standing, otherwise they will be placed on academic suspension.

A student on academic suspension is not allowed to register for the subsequent term of the regular academic session (a student suspended in January may not be reinstated until the following September; a student suspended in April may not be reinstated until the following January). Reinstatement requires the approval of the Director. Students should contact the Academic Coordinator for further instructions. If reinstatement is granted, all courses successfully completed from previous academic terms in the program will be transferred, except those with a grade of "D" or "F".

Appeals

Appeals of academic assessments of students must be submitted to the Director of the IEEQ Program within 21 days of the date of notification of the action sent to the student. If a student is unsatisfied with the Director's decision on the appeal, a subsequent appeal may be submitted to the Associate Dean, Centre for Engineering Professional Practice and Engineering Education, within 21 days of the date of notification of the outcome of the first appeal.

Transfers of Credit from Other Programs

There are two situations of transfers of credit to consider.

The first situation is transfer of credit from prior earned undergraduate engineering degrees in order to meet the Post-Baccalaureate Diploma in Engineering requirements.

The Post-Baccalaureate Diploma in Engineering consists of a minimum of 24 credit hours of coursework. If the total number of credit hours of the courses required in the IEEQ Program is less than 24, IEEQ Program participants will be allowed to apply for transfer credit from a prior earned undergraduate engineering degree to meet the minimum program requirements.

For example, if a participant is required to take six courses in the IEEQ Program, and the total credit hours for these six courses is 20 credit hours, the participant may apply for four credit hours of transfer credit from a prior earned undergraduate engineering degree in order to meet the requirements for 24 credit hours for a Post Baccalaureate Diploma in Engineering.

The second situation is transfer of credit from prior engineering courses taken at a Canadian university, to replace (substitute) courses assigned within the IEEQ Program requirements.

Courses taken at the University of Manitoba or at any other Canadian university as part of another degree, diploma, or certificate program will **NOT** normally qualify for credit towards the IEEQ Program requirements.

Courses taken at the University of Manitoba or at any other Canadian university as 'occasional courses' (not toward a degree, diploma, or certificate program) **MAY** qualify for credit towards the IEEQ Program

requirements, at the discretion of the IEEQ Program Director. Decisions will be made on a case-by-case basis, and the courses for which transfer credit is being requested must meet the following requirements:

- The course has not previously been considered in the *Assessment of Academic Credentials* by Engineers Geoscientists Manitoba
- The course was completed within four (4) years of the date of admission to the IEEQ Program
- The course was taken at a Canadian university, from courses offered within a CEAB-accredited engineering program
- The course(s) were not used as part of another degree, diploma, or certificate program
- The course content is deemed appropriate by the IEEQ Program and Engineers Geoscientists Manitoba, if required
- Satisfactory student performance in the course

Transfer credits may not exceed 40% of the total program requirements in the IEEQ Program.

Students who desire to receive such credit should contact the IEEQ Program Academic Coordinator.

Time Limits

The normal maximum time allowed for the completion of the IEEQ Program is whichever occurs first, either:

- 30 months (two-and-one-half years) from the date of first registration
- OR
- Two (2) months after the due date or end date of all required courses, assignments, co-op term, and/or other program requirements

Students who desire an exemption from this maximum must apply in writing to the IEEQ Program Director.

Students who have unfinished program requirements but who have not had active registration in the IEEQ Program for twelve continuous months will have their status noted as "Inactive". This will most often apply to students who experience delays in finding a co-op position after all of their course requirements are complete. Once the student resumes active registration, they must notify the IEEQ Program Director in writing to have their status renewed.