

**Desautels Faculty of Music  
Post-Baccalaureate Diploma in Performance  
Applicant Information Bulletin 2024 – 2025**

**Application Deadline  
February 15, 2024**

**Table of Contents**

Section 1: General Statement.....1  
 Section 2: Eligibility Requirements .....1  
     A. Academic Requirements .....1  
     B. Non-Academic Requirements.....1  
     C. Obtaining a Second PBDP .....2  
     D. English Language Proficiency Requirements.....2  
 Section 3: Application Process & Deadlines .....2  
     A. Application Fees .....2  
     B. Deadlines and Important Dates.....2  
     C. Required Application Documentation.....2  
     D. Transfer Credit Information .....3  
 Section 4: Selection Process .....4  
     A. Selection Criteria .....4  
     B. Individual Consideration of Applicants.....4  
     C. Notification of Decision .....4  
 Section 5: Reconsideration and Appeals .....4  
 Section 6: Counselling of Applicants.....5  
 Section 7: Contact Information .....5  
 Section 8: Other .....5

read and understood it prior to submitting the completed application.

Programs Offered:      Post-Baccalaureate Diploma in Performance

**Section 2: Eligibility Requirements**

**A. Academic Requirements**

Applicants to the Post-Baccalaureate Diploma in Performance program must possess a Bachelor of Music degree or a Conservatory Diploma taken in residence to be considered eligible for admission into the program.

**B. Non-Academic Requirements**

Applicants must pass an entrance audition. The audition may be up to 30 minutes in length, which allows for 15 to 20 minutes of prepared music. If the music chosen exceeds this length, only portions of the audition repertoire may be heard. The audition will include a short interview.

Audition requirements vary by area of application and can be found on the [Music \(Post-Baccalaureate Diploma in Performance\) program page](#).

Students auditioning in the classical area (voice or instrument) are required to provide their own accompanist.

**Section 1: General Statement**

The purpose of this bulletin is to provide information to prospective applicants to the Desautels Faculty of Music 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

### C. Obtaining a Second PBDP

Applicants who hold the Post-Baccalaureate Diploma in Performance from the University of Manitoba (or equivalent Post-Baccalaureate one-year program from another institution) may apply for a second PBDP if studying a different applied instrument than that of their first PBDP in their Major Practical Study, Ensemble, and Recital courses, and if the remaining course credits taken do not duplicate those in the first PBDP.

### D. 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.

Additional information regarding specific English Language Proficiency Requirements, English Language Proficiency Waiver information, and test options can be found on the [University of Manitoba Admissions website](#).

***Results for most language tests, including TOEFL, IELTS, and Duolingo, expire two years from the test date. Test scores must be valid at the start of classes. Please confirm the validity of your test results.***

## Section 3: Application Process & Deadlines

### A. Application Fees

Canadian / Permanent Residents:       \$100.00  
International applicants:                 \$120.00

Applications are not considered received until the application is submitted and the non-refundable application fee has been paid by the posted deadline.

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

### B. Deadlines and Important Dates

DATE	DEADLINES AND IMPORTANT DATES
February 15, 2024	Last date for receipt of application and application fee*  Deadline for submission of uploaded interim and/or final transcripts. (Applicants external to U of M only).  Last day for receipt of recommendations or references, essay, and CV
March 6 – 8, 2024	Post Baccalaureate Diploma in Music Performance Audition Dates
June 1, 2024	Last day for receipt of all required documentation (official secondary and post-secondary transcripts, proof of immigration, and English language proficiency)

\*Late applications and auditions may be considered. Please contact the Desautels Faculty of Music for more information.

### C. Required Application Documentation

The following documents will be required to complete your application:

- Two **letters of reference** are required; these may be submitted by the referee on line, through the application. We are collecting this information in the strictest of confidence and it will not be released to the applicant. This is done to ensure the integrity of recommendation process.
- A **CV** and **essay** outlining your music goals are requested, and these documents may be uploaded to your Music application.
- **Interim transcripts** showing current registration are to be submitted when applying or shortly thereafter.
- **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.

An English translation of international transcripts in languages other than English must be provided by the issuing institution or by a certified English translator. A translation must include a copy of the document on which the translation is based. The certified translator must include the original language photocopy and the English translation in sealed envelopes and endorse the envelopes by signing across the seal.

**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 a grade is not available by the documentation deadline date, an 'F' grade will be used in the final admission determination and calculation.

- **Immigration documents** are required if born outside of Canada.
- **Name change documentation** is required if name change has occurred as a result of marriage, divorce or other reason.
- **Proof of proficiency in the use of the English language** (see *Section 2: Eligibility Requirements, D. English Language Proficiency Requirements*).

Please send all documentation to the following address:

**Admission for Music  
University of Manitoba  
424 UMSU University Centre  
66 Chancellors Circle  
Winnipeg, MB R3T 2N2**

Electronic transcripts should be submitted to [Applicant.Services@umanitoba.ca](mailto:Applicant.Services@umanitoba.ca).

In order to be considered official, electronic transcripts must be sent **directly** from the email of the office responsible for issuing transcripts. Transcripts emailed or forwarded by the applicant are considered unofficial.

The University of Manitoba is a registered receiving organization with MyCreds™. Applicants from participating member universities and colleges can release their transcripts to the University of Manitoba through their MyCreds™ portal. Applicants should select 'Share' and then 'Organization' instead of opting for 'email'.

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.

Applicants must notify the Admissions Office immediately should they either enroll at a post-secondary institution not previously declared on their application or enroll in additional coursework not declared on the previously submitted final transcript provided for assessment. Applicants will be required to provide proof of registration.

#### **D. Transfer Credit Information**

At the University of Manitoba, all prior course work from recognized post-secondary institutions will be considered as part of the application for admission process for our 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 direct8 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. Faculties and schools will only consider external courses completed within the last ten (or fewer) 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](#) 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. An [online transfer credit resource](#) is available for information on current course evaluations receiving credit.

While we appreciate 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 who are unable to provide the requested course information may render themselves ineligible for programs with specific course requirements. In cases where outlines have not been provided, unsuccessful course attempts, including F grades, may be assessed as part of the academic assessment regulations of a student's program of study. Only successful applicants will be notified of transfer credit results.

[Additional information related to transfer credit](#) is available on the Admissions website.

Transfer of credits into the PBDP program will be processed by the Faculty of Music Student Advisor. A maximum of 12 credit hours of courses may be transferred into the PBDP program, provided that they have not counted toward any previous degree. Students will not be permitted to transfer for credit any course completed more than five years prior to the start date of the diploma.

Transfer of credits from the PBDP program will be processed through the Faculty of Graduate Studies. Courses may not be counted for more than one degree and may be transferred from the PBDP to the M.Mus. only if they have not been counted toward the PBDP or more than the minimum credit hours have been taken.

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## Section 4: Selection Process

Admission may not be possible for all qualified applicants, as it is dependent on the number of spaces available, the major practical study area, and instructor availability.

### **A. Selection Criteria**

1. Performing ability as demonstrated in the audition
2. Sight-reading ability as demonstrated in the audition
3. Grades
4. Letters of Recommendation
5. Interview
6. Information supplied with application: e.g. personal essay, curriculum vitae.

The criteria above are considered by the jury panel auditioning the applicant.

### **B. Individual Consideration of Applicants**

Individual consideration may be given to students according to:

1. the specific major practical study area represented
2. the needs of the Faculty in particular instrument areas
3. the availability of instructors in specific areas

### **C. Notification of Decision**

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

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## Section 5: Reconsideration and Appeals

Individuals who wish to have their applications reconsidered should submit their request to the Admissions Office. Past experience has shown that most inquiries can be satisfied at this level without further reference. Persons wishing reconsideration of the decision shall direct their request to the Admissions Office within ten (10) business days of the posted decision date.

Should the student wish to pursue the reconsideration decision further, such an appeal will be made in accordance with the [Senate Committee on Admission Appeals Procedures](#).

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.

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## Section 6: Counselling of Applicants

The Desautels Faculty of Music and Admissions Office are able to assist applicants who seek counselling regarding admission to the Desautels Faculty of Music. However, it is policy not to instruct applicants as to a specific course of action they should follow, but rather to provide the information needed for applicants to make their own choice with respect to the alternatives available. The following points require special attention:

1. Applicants are encouraged to discuss their plans with all who can usefully advise them, but they should be aware that second and third hand information about admission policies may not be accurate.
2. No official at the university can guarantee the admission of any applicant. Admission is determined by the Committee on the basis of an annual competition.
3. All applicants are advised to supplement any personal enquiries with a written request so that an official written response can be made. It is only these written responses which will be considered as evidence of any advice given (see *Section 7: Contact Information*).

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## Section 7: Contact Information

### Desautels Faculty of Music

General Office  
Room 319  
Tache Arts Complex  
150 Dafoe Road  
Telephone: (204) 474-9310  
Fax: (204) 474-7546  
Web:  
[www.umanitoba.ca/faculties/music/](http://www.umanitoba.ca/faculties/music/)  
E-mail: [music@umanitoba.ca](mailto:music@umanitoba.ca)

### Desautels Faculty of Music Admissions Coordinator

**Louella Yambot**  
Telephone: (431) 293-5431  
Email:  
[Louella.Yambot@umanitoba.ca](mailto:Louella.Yambot@umanitoba.ca)

### University of Manitoba Admissions Office

**Undergraduate Admissions**  
424 UMSU University Centre  
66 Chancellors Circle  
University of Manitoba  
Winnipeg, MB R3T 2N2  
Telephone: (204) 474-8808

Admission Officer  
**Corrine Klekta**  
[Contact Music Admissions Team](#)

The following other contacts may also be useful.

### Student Accessibility Services

520 UMSU University Centre  
Telephone: (204) 474-7423  
Email:  
[student\\_accessibility@umanitoba.ca](mailto:student_accessibility@umanitoba.ca)

### Student Advocacy Office

520 UMSU University Centre  
Telephone: (204) 474-7423  
Email:  
[student\\_advocacy@umanitoba.ca](mailto:student_advocacy@umanitoba.ca)

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## Section 8: Other

The Desautels Faculty of Music offers a one-year Post-Baccalaureate Diploma in Performance for advanced students preparing for further study or professional activity. Students can design their own program of study and tailor it to their own areas of interest. They may take courses at the Faculty of Music as well as in other faculties and schools at the University of Manitoba

Expected time to complete the program is one year; the maximum time allowed is three years. Extensions may be granted by the Dean for medical or compassionate reasons.

Regulations for the Post-Baccalaureate Diploma regarding academic standing, scholastic progress, attendance, required GPA, probation and suspension will follow those outlined in the [Academic Calendar](#).