

Rady Faculty of Health Sciences: Dr. Gerald Niznick College of Dentistry International Dentist Degree Program (IDDP) Applicant Information Bulletin 2022-2023

Application Deadlines

Track A: April 1, 2021

Track B: August 1, 2021

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Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Dr. Gerald Niznick College of Dentistry 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 Dental Medicine
 (D.M.D.)

Section 2: Eligibility Requirements

A. Academic Requirements

Applicants to the IDDP program will submit their application under Track A or Track B. In order to be eligible to apply to the International Dentist Degree Program, applicants must:

Track A

1. Be a graduate of a minimum four-year university dental degree program, not recognized by the Commission on Dental Accreditation of Canada.
2. Have completed the Assessment of Fundamental Knowledge (AFK) examination in English sponsored by the National Dental Examining Board of Canada (NDEB) within two years prior to the application deadline with a minimum score of 55 (the AFK must be written no later than February in the year of application).
Or
Successfully passed the Assessment of Fundamental Knowledge (AFK) and obtained a grade higher than 75.
3. Will not participate in the Assessment of Clinical Skills (ACS) and/or Assessment of Clinical Judgement (ACJ) examinations through NDEB in the year of application

Note: Offers of admission to Track A will be conditional upon receiving updated official NDEB transcripts by September 30th confirming that the applicant has not participated in the ACS and ACJ examinations in the year of application (See Section 3: Application Process & Deadlines, C. Required Application Documentation).

Track B

1. Be a graduate of a minimum four-year university dental degree program, not recognized by the Commission on Dental Accreditation of Canada.
2. Have written and passed the Assessment of Fundamental Knowledge; may have written the Assessment of Clinical Judgment (ACJ) examinations sponsored by the National Dental Examining Board of Canada (NDEB) within three years prior to the Track B application deadline, **AND in the year of application have taken the Assessment of Clinical Skills (ACS)** examinations sponsored by the National Dental Examining Board of Canada (NDEB) prior to the Track B application deadline (the ACS must be taken in December of the calendar year prior to application or June in the year of application).

For information about the National Dental Examining Board Information for Graduates of Non-accredited Dental programs/NDEB Equivalency process see:

<https://ndeb-bned.ca/en>

B. English Language Proficiency Requirements

All applicants must be proficient in both written and spoken English. Applicants who meet one of the [English Language Proficiency Waivers](#) from one of the [approved countries](#) will be deemed to have met this requirement (confirmatory proof will be requested). All other applicants will be expected to complete one of the following two tests with the scores indicated:

(1) The International English Language Testing System (IELTS) Academic Examination; Listening, Speaking, Academic Reading and Academic writing modules. (Achieving a minimum overall average score of 7.0; and a minimum score of 7.0 in each of the components)

For information about IELTS and sites in Canada where this test is administered see:

<http://www.ieltscanada.ca/>

OR

(2) The iBT (Internet based TOEFL), with a minimum overall score of 100, and a minimum of 24 in each of the components. Information about iBT and sites in Canada where this test is administered see:

<http://www.ets.org/toefl>

Acceptable proof of English proficiency must be submitted by the application deadline. Official test score reports must be sent by the Testing Agency directly to the IDDP (address below). Tests are valid for two years prior to the application deadline date.

Section 3: Application Process & Deadlines

A. Application Fee

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	APPLICANT CATEGORY	DEADLINES AND IMPORTANT DATES
April 1	Track A	Last date for receipt of application and application fee.
April 15	Track A	Last date to submit all required application documentation.
	Track A	Last date to submit proof of English proficiency (if required).
	Track A	Official NDEB transcripts, directly from the NDEB showing results of all exams taken
Mid - May	Track A	Applicants accepted for the On-site Assessment will be informed.
Mid - Late June	Selected Track A Applicants	On-Site Assessment.
August 1	Track B	Last date for receipt of application and application fee.
August 15	Track B	Last date to submit all required application documentation.
	Track B	Last date to submit proof of English proficiency (if required).
September 30	Selected Applicants Track A	Official NDEB transcripts showing all exam results for exams taken up to September 30 the year of application.
Early – Mid September	Selected Track B	In person interview
Late September - Mid October	Selected Applicants	Applicants will be contacted via email regarding the selection for admission decisions.

C. Required Application Documentation

The following documents will be required to complete your application:

- Official Transcripts/Diploma (Track A & B)**
 Official transcripts and a notarized copy of your dental diploma OR Notarized copy of transcripts of dental school grades and dental diploma. Transcripts (original or notarized copies) from any university/college attended. A notarized copy of your rotating internship (if part of your dental education) and/or equivalent experience treating patients should also be submitted.

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.
- NDEB Results (Track A & B)**
 Applicants must provide all National Dental Examining Board of Canada (NDEB) examination results for all NDEB examinations taken. All NDEB examinations results must be sent directly from the NDEB to Jean.Lyon@umanitoba.ca. Applicants may request NDEB examinations results to be sent using the NDEB online portal. When ordering the NDEB transcript you must select “OTHER” in the destination drop down, and in the address block enter “ALL NDEB RESULTS”, and under “NAME”, enter “University of Manitoba” in the address section. Applicants should not enter 2 separate destinations or else, the NDEB will charge an additional fee.

Note: Final Offer of admission to Track A will be conditional upon receiving official NDEB transcripts by September 30th of the year of application confirming that the applicant has not participated in the ACS and/or ACJ examinations in the year of application.
- Proof of Canadian Citizenship, Permanent Residence or Refugee Status** is required if born outside of Canada. **(Track A & B)**
 If born in Canada a copy of Birth Certificate or Canadian passport is required. Documents that are not in English must be accompanied by a notarized English translation.
- Name change documentation (Track A & B)** is required if name change has occurred as a result of marriage, divorce or other reason.

- **Letter(s) from Licensing Bodies (Track A & B)**
If you are or have been licensed to practice dentistry in any jurisdiction, letters of good standing (in English) from current and previous licensing bodies must be submitted.
- **Autobiographical Sketch (Track A & B)**
An autobiographical sketch, not exceeding 800 words, should include your dental work experience following graduation and specific reasons why you merit consideration in the IDDP.
- **Resume/CV (Track A & B)**
The resume/CV should show your working/volunteering experience including dates.
- **Track B applicants must submit a current passport size photograph** (no older than 6 months).
- **Referees (Track A & B)**
The names, addresses and phone numbers of three persons who know you well and are willing to be referees for you must be provided (at least one from a dentist) (must not be a family member).
- **Self-Declaration of Criminal Record/Child/Adult Abuse Registry and Essential Skills and Abilities forms** are required of all applicants. The forms can be found as a pdf in the online application. These forms must be submitted via email to jean.lyon@umanitoba.ca by the application deadline.

Please send all application documentation to the following address:

**International Dentist Degree Program
Dr. Gerald Niznick College of Dentistry,
University of Manitoba
D113 - 780 Bannatyne Avenue
Winnipeg, MB R3E 0W2**

D. Required Admission Documentation

All successful applicants to the Dr. Gerald Niznick College of Dentistry are required to submit the following:

Study Permit

If you are accepted into the program and are not a Canadian Citizen or Permanent Resident of Canada you must produce a valid study permit for the full length of the program (2½ years), 2 months prior to commencement date of May for program, or the invitation for acceptance will be withdrawn (and may be offered to an alternate candidate).

Intersession Program

Students will join the College in early May of the year in which they are to begin the IDDP for an orientation program. The purpose of the orientation program is to acquaint students with the various policies, protocols, materials, and equipment used in the dental program at the University of Manitoba. Additionally, this intersession program will have a pre-clinical component intended to ensure that the IDDP students' clinical treatment skills and knowledge are equivalent to the level of the students entering third year dentistry. Students will join the regular 3rd year class of Dentistry which begins in early August.

Immunization Requirements

All candidates who are offered a position in the incoming class must provide an up to date immunization record in order to register and attend classes.

Each applicant offered admission will receive a link to the fillable pdf immunization document which must be completed and returned to the Immunization Program Office **prior to registration in the program.**

Prospective students should refer to and be familiar with the College's Infectious Diseases Policy Statement on the College's website:

http://umanitoba.ca/faculties/health_sciences/dentistry/prospective_students/dent_preReq.html.

Any student applicant with an infectious disease should either delay their application to the program or disclose this information upon being accepted into the Dr. Gerald Niznick College of Dentistry. Should a student who has been accepted into the program but has been found to be unable to meet the College's Infectious Disease policy requirements, every effort will be made

to accommodate the student until the guidelines are met. In some cases, it may be necessary to suspend or terminate the student from the program if it is shown that the policy guidelines are unable to be met.

Adult Criminal Record and Child and Adult Abuse Registry Checks

Official adult criminal records and child and adult abuse registries checks are required by all admitted student prior to the time of registration, and annually thereafter in accordance with existing policies of other health, education and social service programs at the University of Manitoba. Applicants will need to comply with any University policy on criminal record and abuse checks that may be in effect as of the time of registration.

Section 4: Selection Process

A. Track A

The selection process for Track A consists of:

- Application Review, and
- An On-site Assessment at the Dr. Gerald Niznick College of Dentistry, University of Manitoba. Only fully completed applications together with all necessary documentation received by the Track A application deadline date in the year prior to admission to the program will be considered in the Selection Process.

1. Application Review

Applicants will be selected for the On-site Assessment based on his/her (a) academic credentials, (b) the results of their NDEB Assessment of Fundamentals Knowledge, (c) work experience, and (d) English language test results. **Only the top ranked** applicants will be invited for the On-site Assessment.

Applicants accepted for the On-site Assessment will be informed by mid-May of the year preceding entry into the program. Applicants who accept the offer of an On-site Assessment visit must indicate their acceptance in writing and by submitting the non-refundable On-site Assessment fee of \$1,300.00 CDN on or before the deadline given in the offer of the On-Site letter preceding entry into the program.

2. On-site Assessment

The On-site Assessment will be held in mid-June of the year preceding entry into the program. It consists of a personal interview and a psychomotor skills assessment on typodonts in simulated dental mannequins, Applicants will have the opportunity to meet some students presently entered into the undergraduate program.

Components of the On-site Assessment:

a. Personal Interview

The personal interview will be conducted by a panel of university members. Its purpose is to learn more about the educational and work experience of the candidate, as well as assess the candidate's ability to communicate in English. The interview will assess aspects of the candidate's life/practice experience relevant to their application to the University of Manitoba's IDDP. The interview will last a maximum of 20 minutes.

b. Psychomotor Skills Assessment

This will involve tooth preparations and/or placement of restorations in typodont teeth on simulated dental mannequins. Opportunities for practice sessions will be provided prior to the testing day(s). Details of these exercises will be provided **only** to those selected for the On-site Assessment.

NOTE: Selection decisions in this category are necessarily subjective; decision rationale is neither recorded nor provided to the applicant.

B. Track B

The selection process for Track B consists of:

- **Application Review:** Applicants will be selected for an interview based on his/her (a) academic credentials, (b) the results of their NDEB Assessment of Fundamental Knowledge and Clinical Skills exams (AFK/ACS) (c) work experience, and (d) English language test results. **Only the top ranked** applicants will be invited for an interview to be held in-person at the Dr. Gerald Niznick College of Dentistry, University of Manitoba, on a date provided to successful candidates.

NOTE: Selection decisions in this category are necessarily subjective; decision rationale is neither recorded nor provided to the applicant.

The personal interview will be conducted by a panel of university members. Its purpose is to learn more about the educational and work experience of the candidate, as well as assess the candidate's ability to communicate in English. The interview will assess aspects of the candidate's life/practice experience relevant to their application to the University of Manitoba's IDDP. The interview will last a maximum of 20 minutes

Only fully completed applications together with all necessary documentation received by the Track B application deadline date in the year prior to admission to the program will be considered in the Selection Process.

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

Once a decision has been made, all applicants will receive an email notifying them of the admission decision. If an applicant is offered but does not accept the offer and pay the required deposit by the deadline date indicated in the letter, the offer will lapse. Lapsed offers will be considered a declined response. It is imperative that your e-mail account remain current and that you check it regularly or arrange for someone to check it in your absence.

Note: Track A applicants who are offered conditional admission must submit a final official NDEB transcript confirming that the applicant has not participated in the ACS and ACJ examinations in the year of application.

Applicants will be informed in writing of their selection status by mid to late September to mid-October in the year prior to commencement of the program. In order to accept an offer of admissions a **non-refundable deposit** of \$12,500.00 CDN will be required (this deposit is subject to change). The deposit will be applied to tuition fees at the time of registration.

The balance of fees will be due in the following months: Intersession fees and Clinic Instrument fees late April early May of the year of commencement of the program; 1st term fees August/September; 2nd term fees early January Please see following link for dates http://umanitoba.ca/admin/financial_services/revcap/StudentAccounts.htm

Section 5: Reconsideration & Appeals

Individuals who wish to have their applications reconsidered should submit their request in writing to the Chair of the Selection Committee. Past experience has shown that most inquiries can be satisfied at this level without further reference. Persons wishing reconsideration of the decision of the Selection Committee shall direct their request to the Chair within ten (10) business days of the posted decision date (see Section 8: Contact Information)

Should the student wish to pursue the reconsideration decision of the Selection Committee further, such an appeal will be made in accordance with the Senate Committee on Admission Appeals Procedures.

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

Applicants are advised that appeals of reconsideration decisions by the Chair of the Selection Committee and the Senate Admissions Appeal Committee focus on questions of correct adherence to published policies and procedures outlined in this document, and NOT on subjective issues or the relative merits of the application.

Section 6: Counselling of Applicants

The Dr. Gerald Niznick College of Dentistry and Admissions Office are able to assist applicants who seek

counselling regarding admission to the Dr. Gerald Niznick College of Dentistry. However, it is policy not to instruct applicants as to a specific course of action they should follow, but rather to provide the information needed for applicants to make their own choice with respect to the alternatives available. The following points require special attention:

1. Applicants are encouraged to discuss their plans with all who can usefully advise them, but they should be aware that second and third hand information about admission policies may not be accurate.
2. No official at the university can guarantee the admission of any applicant. Admission is determined by the Committee on the basis of an annual competition.
3. All applicants are advised to supplement any personal enquiries with a written request so that an official written response can be made. It is only these written responses which will be considered as evidence of any advice given (see Section 8: Contact Information).

Section 7: Student Accessibility

The University of Manitoba is committed to providing all students equal access to learning opportunities. If you are a student with a diagnosed disability (permanent, chronic, or temporary) who may require academic accommodations, please contact Student Accessibility Services at 204-474-7423 or by email at student_accessibility@umanitoba.ca to learn more about the confidential supports that are available.

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

Section 8: Contact Information

**Dr. Gerald Niznick
College of Dentistry,
IDDP
Coordinator**

Ms. Jean Lyon
D113 - 780 Bannatyne Avenue
Winnipeg, MB, R3E 0W2
Telephone: (204) 977-5611
Email: jean.lyon@umanitoba.ca

Section 9: Other

The Dr. Gerald Niznick College of Dentistry, University of Manitoba, offers the IDDP to graduates of international dental programs that are not accredited by the Commission on Dental Accreditation of Canada.

Upon satisfactory completion of the 3rd and 4th years of the dental program, IDDP participants will be awarded the Doctor of Dental Medicine (DMD) degree. All graduates of accredited dentistry programs in Canada, once having passed the National Dental Examining Board of Canada (NDEB) examinations, are eligible for licensure/registration as a dentist in all provinces in Canada.