



UNIVERSITY OF MANITOBA

Faculty of Architecture

Environmental Design Program: Architecture Master Preparation Option

Applicant Information Bulletin 2019 – 2020

Application Deadline: February 1, 2019

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Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Faculty of Architecture 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: Faculty of Architecture –
Environmental Design Program:
Architecture Master
Preparation (ED AMP) Option

The Faculty of Architecture offers an Environmental Design Program Architecture Master Preparation Option (ED AMP) for students who have a recognized first degree in either a non-design or a design-related field of study and who wish to apply to the Master of Architecture Program. These students may apply and be admitted through ED AMP Option to the Environmental Design program Architecture Option. There are two different streams available (see [Section 8: Other](#)) for more details.

Section 2: Eligibility Requirements

A. Academic Requirements

All applicants must meet the following academic requirements:

1. Must have completed an undergraduate degree from a recognized university by June 30th of the year of application.

- Must have a minimum Adjusted Grade Point Average (AGPA) of 3.0 (B), or equivalent in their last 60 credit hours of university-level study completed by January 15th of the year of application.

B. English Language Proficiency Requirements

All applicants whose primary language is not English and do not qualify for a waiver under the University of Manitoba’s English language proficiency regulations will be required to demonstrate proficiency in English through one of the options listed at the University of Manitoba Admissions web site.

See below links to view English Proficiency Waiver information:

<http://umanitoba.ca/student/admissions/international/english/waiver-criteria.html>

See below links to view specific English Proficiency Requirement information:

<http://umanitoba.ca/student/admissions/international/english/index.html>

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

Section 3: Application Process & Deadlines

A. Application Fees

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

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

All correspondence, including decision release information will be sent via email and posted to your application portal.

Please ensure your email account remains current and will accept emails from the University of Manitoba. Check your filters.

It is important to check your email and application portal regularly and specifically around the deadlines and important dates listed below.

B. Deadlines and Important Dates

Date	Deadlines and Important Dates
February 1, 2019	Last date for receipt of application and application fee.
February 15, 2019	Deadline to submit Curriculum Vitae, Statement of Intent, Portfolio, References, and all official transcripts (other than the UM). Transcripts must include Fall 2018 grades and current registration, if registered in Winter term.
	Proof of conferral of undergraduate degree, if awarded prior to this date.
	Last date to submit proof of English proficiency (if required).
	Last date to submit Proof of Canadian Citizenship or Permanent Residence (if required)
June 30, 2019	Deadline to submit final official transcripts for applicants who completed coursework and/or conferred degrees (Spring Convocation) in the 2018-2019 academic year.

C. Required Application Documentation

The following documents will be required to complete your application and should be forwarded to:

**Admissions for ED AMP
Enrolment Services, 424 University Centre
University of Manitoba, Winnipeg, MB R3T 2N2**

- **Interim official transcripts** showing Fall 2018 grades and current registration, if registered in Winter 2019 term.
- **Final official transcripts** from any university or college attended other than University of Manitoba. 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.

- **Proof of degree conferral** in recognized undergraduate degree.
- **Proof of Canadian Citizenship, Permanent Residence or Refugee Status** is required if born outside 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 English Language** (see Section 2: Eligibility Requirements, B. English Language Proficiency Requirements).

D. Required Admission Documentation

In addition to providing the above required application documentation each candidate is required to submit the following supporting documents for admission consideration by the documentation deadline outlined in Section 3: Application Process & Deadlines, B. Deadlines and Important Dates.

Applicants will be asked to provide the below documentation through online submission after the application has been submitted:

1. Statement of Intent

The Statement of Intent should be a description (750 words maximum; 12 pt minimum font size) that reflects and contemplates on your interest in the field of Architecture. This is **NOT** to be a biography. Do not repeat what the CV tells us. We are most concerned with what interests you and offer the following questions to assist you in this endeavour. Please be sincere and heartfelt in your responses. Your Statement of Intent should be uploaded to your application.

- What experiences have you had that may have initiated your interest in studying Architecture?
- What do you believe Architecture can offer our culture as a whole?
- What do you expect to get out of an education in Architecture?
- What are your favourite three spaces and why?
- Relate the memory of a poignant spatial experience.

- What are your favourite three books and why (not limited to Architecture books)?

2. References

You will be required to submit two referee letters and contact information for two individuals. Applicants are advised that referee (recommender) invitations are system-generated and get sent directly to the referee email provided. They will be requested to submit their reference electronically, including the letter. References should come from persons able to assess your professional and intellectual ability. References from family members or friends are not acceptable.

3. A Curriculum Vitae

The Curriculum Vitae should include all relevant biographical facts, work and travel history, etc.

4. Portfolio

Applicants should upload their portfolio to the application system by the documentation deadline outlined in Section 3: Application Process & Deadlines, B. Deadlines and Important Dates.

The Portfolio should contain a comprehensive representation of the applicant's creative achievements and potential as well as design interests. Both visual and written work, are considered valuable. In the case of Environmental Design Architecture Master Preparation Option 1 Program (AMP 1) applicants: Since it is understood that many of you are coming from disciplines or backgrounds that do not generally utilize graphic forms of communication, the contents of the portfolio are to be focused towards illustrating in whatever way possible, your creative abilities and potential. In the case of Environmental Design Architecture Masters Preparation Option 2 Program (AMP 2) applicants: You should assemble a comprehensive portfolio including creative work from both your previous studies, as well as self-initiated work (see Section 8: Other for descriptions of Option 1 vs. Option 2).

Portfolio Guidelines:

Portfolios are communication devices that reflect design interest, inclinations, creative abilities and potential across a wide spectrum of endeavours.

The Admissions Selection Committee requires that the following guidelines and suggestions be used for producing a neat, clear and effective portfolio.

- Electronic submission (PDF maximum size of 20 MB)
- Format: Minimum size 8.5" x 11" to maximum size: 11" x 17" vertical or horizontal format;
- Supply a table of contents or consistent chapter identification with work presented in chronological order (Please keep any graphic layout to a minimum as we are much more interested in seeing your work);
- A brief explanatory text (one short paragraph maximum) must accompany each image and/or project. Do not include any lengthy written descriptions – keep in mind that the Admissions Committee is reviewing many submissions so brief and succinct descriptions are greatly appreciated;
- Previous schoolwork as well as independent or self-initiated work may be included. In the case of schoolwork, include the project program issued, main objectives of project, instructors' names, dates and duration (or briefly describe this). Also include written evaluations and grades received where available;
- If group or office work is presented, clearly indicate your specific role in the work. Crediting is required for all work presented in the portfolio;
- DO NOT include videos, films, etc. Print still images from animated material;
- Do not submit unclear or poorly reproduced photographs, reproductions or drawings. Photos should not be smaller than 3" x 5".

What to include:

The portfolio should document your design interests, inclinations and passions. These can range from passions that underlie hobbies to those that led you to pursue your previous field of academic study. The Committee is very interested in projects that you do on your own, as well as those done for school assignments. These projects can be photographed or copied with accompanying brief descriptions to form the Portfolio.

The following outlines different forms that this material could take:

- *Written:* Poetry, articles, travel journals, research papers, music, etc.
- *Graphic:* Photography, sketches, drawings, paintings, and or technical drawings, etc. (Since we primarily communicate through drawings in Architecture it is really important to include as many different examples as possible).
- *Constructed:* Photographs, drawings and sketches of built projects: including ceramics, models, sculptures, hobbies, instruments, theatre sets, renovations to buildings, objects, cars, and/or photo-documentaries of experiences with building construction.

NOTE: Items 1 to 3 above are NOT to be included in the Portfolio PDF and should be uploaded separately.

Section 4: Selection Process

A. Calculation of the Adjusted Grade Point Average (AGPA)

The Adjusted Grade Point Average (AGPA) is calculated using the applicant's most recently completed 60 credit hours of university level study. Courses completed on a full or part-time basis, in all undergraduate and graduate programs, and in the fall, winter, and summer terms (except for the coursework taken after January 15th in the year of application) will be included in the AGPA calculation.

In the calculation of the AGPA, all courses that have been assigned a final grade are considered "completed" coursework, including failed grades. Courses graded "Pass/Fail" or "Satisfactory" will be excluded from both the AGPA and from the most recently completed 60 credit hour count.

For repeated courses the highest grade received for the course will be used in the AGPA calculation.

Courses completed at a college, which have been assessed an equivalent to university level courses, will be included in the AGPA calculation.

If the last session has more credit hours available than required, we will use the highest level courses with the highest grades.

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. 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. Selection

Enrolment into the Environmental Design Program: Architecture Master Preparation Option is competitive and limited. Students will be admitted on the basis of an annual selection process. Applicants satisfying the minimum entry requirements are eligible for consideration at the discretion of the Admissions Selection Committee.

This Committee makes a holistic assessment of an applicant's capability to undertake architectural studies by evaluating their creative abilities and academic potential as evidenced in all supporting documents submitted (see Section 3: Application Process & Deadlines, C. Required Application Documentation).

The evaluation is based on the following items:

- Portfolio
- Statement of Intent
- Transcripts
- Two Confidential Reference Letters
- Curriculum Vitae

Each year's admission cycle is separate, and there is no carry over from one year to the next. Students who are accepted in this academic year and decline acceptance cannot defer acceptance. Students must reapply the following year.

C. Notification of Decision

Decisions will be posted to the applicant's portal. Applicants must log into their application portal to view the decision and to accept or decline their offer. If the offer is not accepted and the subsequent deposit paid by the deadline date indicated in the letter, the offer will lapse. Lapsed offers will be considered a declined response. It is imperative that email accounts remain current and that emails and application portals are regularly checked.

In order to accept an offer of admission a non-refundable deposit of \$200.00 will be required (this deposit amount is subject to change). The deposit will be applied to tuition fees at the time of registration.

Section 5: Reconsideration & Appeals

Individuals who wish to have their applications reconsidered should submit their request 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) 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 Senate Admissions Appeal Committee focus on questions of correct adherence to published policies and procedures by the Committee of Selection, and NOT on subjective issues or the relative merits of the application.

Section 6: Counselling of Applicants

The Faculty of Architecture and Admissions Office are able to assist applicants who seek counselling regarding admission to the Faculty of Architecture. 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/saa/accessibility/>

Section 8: Contact Information

Faculty of Architecture - Environmental Design:	Carrie Johnson , Student Advisor <i>Telephone:</i> (204) 474-9566 <i>Email:</i> carrie.johnson@umanitoba.ca
Admissions Office:	424 University Centre <i>Telephone:</i> (204) 474-8808 <i>Email:</i> admissions@umanitoba.ca
Admissions Officer:	Brianne McKay <i>Telephone:</i> (204) 474-8814 <i>Email:</i> admissions.environmentaldesign@umanitoba.ca

The following other contacts may also be useful.

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

Section 9: Other

The Environmental Design Architecture Master Preparation 1 Option Program is two years in length (66-69 credit hours) and upon completion of this program students will receive a **Bachelor of Environmental Design Degree**. Students who have a design background in an allied design field (i.e. Interior Design or Landscape Architecture, etc.) may be considered on a case-by-case basis, for placement into the second year of the program, however, they are ineligible to receive the Bachelor of Environmental Design Degree after only one year of study.