



# UNIVERSITY OF MANITOBA

## FACULTY OF AGRICULTURAL AND FOOD SCIENCES INTERNATIONALLY-EDUCATED AGROLOGISTS POST- BACCALAUREATE DIPLOMA PROGRAM (IEAP)

Applicant Information Bulletin 2015 - 2016

**Application Deadlines: May 1, 2015**

### Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Faculty of Agricultural and Food Sciences 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.

Program Offered: Internationally-Educated  
Agrologists Post-Baccalaureate Diploma  
Program (IEAP)

### Section 2: Eligibility Requirements

#### A. Academic Requirements

You are eligible to apply to the Internationally Educated Agrologists Post-Baccalaureate Diploma Program if:

1. You have a degree in agriculture from another country
2. You are a permanent resident or a Canadian Citizen

3. You have met the English Language Proficiency Requirements (see Section 2: Eligibility Requirements, B).
4. You have a valid driver's license, and
5. Your application for registration with the Manitoba Institute of Agrologists (MIA) has been accepted.

**NOTE:** This means that you are eligible to APPLY for the IEAP Program ONLY if you have a letter from MIA indicating that your MIA application for registration has been ACCEPTED.

See [www.mia.mb.ca](http://www.mia.mb.ca) for details on the registration process with MIA.

#### 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.

#### **Preferred English Language Proficiency Option for IEAP students**

1. On a Canadian Language Benchmark (CLB) Placement Test, your scores must be benchmark level eight (8) in all four language areas (8/8/8/8), or three benchmarks of eight (8) and no more than one benchmark of seven (7) in the four language areas (for

example, 8/8/8/7 or some similar combination).

See below link to view English Proficiency Waiver information:

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

See below link 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.**

### Section 3: Application Process & Deadlines

Entry to the IEAP is competitive, and meeting the eligibility criteria does not guarantee a spot in the program.

The IEAP begins in August of each year. Applications are accepted on an ongoing basis until the annual deadline, and decisions on applications are made in May or June of each year.

Date	Deadline and Important Dates
May 1, 2015	<b>Due date for applications</b> (completed application form, application fee and all supporting documents). If you submitted an application in previous years and were not accepted at that time, you must submit a new application form to be considered for the program for August 2015.
May 29- June 5, 2015	<b>Notification of all applicants</b> of the outcome of your application (accepted, wait-listed, or not accepted). Notification will occur by email. If you are accepted into the IEAP for August 2015, we will work with you during the summer 2015 to set up an appropriate selection of courses and refer you to potential sources of financial assistance, if required.

### Application Fee:

Canadian/Permanent Residents: \$90.00  
International Applicants: Not applicable

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

All applicants will receive a letter of acknowledgement by \*email within two hours of payment and submission.

**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.)**

#### A. Required Application Documentation

1. A letter from MIA indicating that your MIA application for registration has been accepted.
2. Proof of English Language Proficiency
3. Copy of your University Transcripts
4. Copy of your Permanent Resident card or proof of Canadian Citizenship
5. A copy of your valid driver's license
6. Recent Resume

### Section 4: Selection Process

#### A. Tie Breaking Procedure for Offers

Effective for the September 2015 intake, 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.

## Section 5: Reconsideration & Appeals

Individuals who wish to have their applications reconsidered should submit their request to the IEAP Coordinator. 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 IEAP Coordinator within ten (10) days of the mailing of the Committee decision.

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/286.html](http://umanitoba.ca/admin/governance/governing_documents/students/286.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, and NOT on subjective issues or the relative merits of the application.

## Section 6: Counselling of Applicants

The Faculty of Agricultural and Food Sciences and Admissions Office are able to assist applicants who seek counselling regarding admission to the IEAP. 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 7: Contact Information

IEAP Coordinator: *Web:* [umanitoba.ca/faculties/afs/ieap/](http://umanitoba.ca/faculties/afs/ieap/)  
*Email:* [Alicia.FrancoEspinosa@umanitoba.ca](mailto:Alicia.FrancoEspinosa@umanitoba.ca)  
*Fax:* 204-474-7525

IEAP Office: 248 Agriculture Bldg – 66 Dafoe Rd.  
*Email:* [ieap@umanitoba.ca](mailto:ieap@umanitoba.ca)  
*Telephone:* 204-474-8281