



UNIVERSITY OF MANITOBA

Rady Faculty of Health Sciences

Max Rady College of Medicine

Applicant Information Bulletin 2019-2020

Application Deadline: October 1, 2018

Table of Contents

Section 1: General Statement.....	1	2. Rural Attributes.....	10
Section 2: Eligibility Requirements.....	2	3. Advanced Academic Attributes	10
A. Academic Requirements	2	E. Selection of Applicants for Interview.....	10
1. Bachelor's degree	2	F. Interview Process.....	10
2. Medical College Admission Test (MCAT®)	2	1. Multiple Mini Interview (MMI)	10
3. Adjusted Grade Point Average (AGPA).....	2	2. Panel Interview for Canadian Indigenous	
B. Situational Judgment Test (CASPer®)	2	Applicants	11
C. Canadian Residency.....	3	G. Letters of Reference.....	11
D. English Language Proficiency Requirements.....	3	H. Professional Attributes.....	11
E. Categories of Applicants	3	I. Ranking of Applicants for Offer of Admission.....	12
1. Manitoba Applicant Pool	3	1. General MD Program, MD/PhD Program	
2. Canadian Indigenous Applicant Pool	4	Stream, and Bilingual Stream	12
3. Out-of-Province Applicant Pool	4	2. Canadian Indigenous Applicant Pool	12
4. MD/PhD Program Stream.....	5	J. Tie Breaking Procedure for Offers.....	12
Section 3: Application Process & Deadlines	5	K. Notification of Decision	12
A. Application Fee.....	5	L. Deferral of Admission	13
B. Deadlines and Important Dates.....	5	Section 5: Reconsideration & Appeals.....	13
C. Required Application Documentation.....	6	Section 6: Counselling of Applicants.....	13
D. Required Admission Documentation	7	Section 7: Other Information.....	13
1. Technical Standards Requirement.....	7	A. Confidential Process	13
2. Criminal Record Search, Child Abuse and Adult		B. Consideration for Applicants with Blood borne	
Abuse Registry Checks	7	Pathogens	14
3. Professional Registration	7	Section 8: Student Accessibility	14
Section 4: Selection Process	7	Section 9: Contact Information	14
A. Calculation of the AGPA	7		
B. MCAT® Score	8		
C. CASPer®	8		
D. Enhancing Equity and Diversity.....	9		
1. Socioeconomic and Cultural Diversity	9		

Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Max Rady College of Medicine 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 Medicine (MD)
 MD/PhD

Section 2: Eligibility Requirements

A. Academic Requirements

All applicants must meet the following requirements:

1. Bachelor's degree completed no later than June 30, 2019 from a university recognized by the University of Manitoba. If an applicant is uncertain whether a degree is recognized, the applicant must contact the Admissions Office at the University of Manitoba.

2. Medical College Admission Test (MCAT®)

completed no earlier than April 2015 and no later than September 8, 2018. Results from an MCAT® sitting after September 8, 2018 will not be considered in the 2019 – 2020 application cycle. Your score must be released, to the University of Manitoba, by November 1, 2018 or your application will be withdrawn by the Admissions Office.

Note: AAMC recommends that students consider taking courses in the following disciplines: biology, chemistry, organic chemistry, physics, psychology, sociology, biochemistry, and research methods.

For more information please visit the AAMC website:

<https://students-residents.aamc.org/applying-medical-school/taking-mcat-exam/>

3. Adjusted Grade Point Average (AGPA) of 3.30 or higher. An AGPA is calculated based on undergraduate university degree level courses including those taken in a spring or summer session and during part-time studies. The grades from all undergraduate courses completed by the application deadline will be used in the AGPA calculation. The AGPA will include the initial and all subsequent grades from courses that may have been repeated. All grades

from undergraduate courses completed by the application deadline are included regardless of the year in which the course was taken. Calculation of the AGPA will not include courses completed after the application deadline. Calculation of the AGPA will not include graduate program courses.

International Baccalaureate (IB) and Advanced Placement (AP) courses will be included in the calculation of the AGPA if the applicant submits the official IB and AP transcripts by the transcript deadline. University of Manitoba students who have received transfer credit for IB or AP courses are not required to resubmit these transcripts. Applicants whose IB and AP course credits do not appear on a University of Manitoba transcript but wish to have them considered must contact the Admissions Office in writing. Information about grade conversion for these courses can be found at:

<http://umanitoba.ca/student/admissions/requirements/advanced-placement-international-baccalaureate.html>

B. Situational Judgment Test (CASPer®)

CASPer® (the Computer-based Assessment for Sampling Personal characteristics) will become an eligibility requirement for applicants to all applicant pools and streams commencing with the application cycle for the 2019/2020 academic year.

Applicants to the Manitoba applicant pool and the Out of Province applicant pool must achieve a threshold CASPer® score greater than 1.5 standard deviations below the mean for their respective applicant pool in order to maintain their eligibility.

Note: CASPer® shall not be used in the selection of registrants from the Canadian Indigenous applicant pool. However, as applicants from the Canadian Indigenous applicant pool may also be considered in the general applicants pools (Manitoba applicant pool and Out of Province applicant pool) the CASPer® must be written as it will be used in the selection in these general pools.

For more information about CASPer® please visit takeCASPer.com

Any inquires on the test should be directed to support@takecasper.com

C. Canadian Residency

All applicants must be a **Canadian citizen or Permanent Resident of Canada** at the time of application.

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 through one of the options listed at the University of Manitoba Admissions web site.

See below links to view English Proficiency Wavier 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. Please confirm the validity of your test results. Test scores must be valid on the start of classes.

E. Categories of Applicants

Choose one applicant pool and, if necessary, a stream. All pool and stream selections will be reviewed by the Max Rady College of Medicine Admissions office and applicants will be placed in the correct pool. The 4 year general MD Program is open to the following applicant pools and streams:

1. Manitoba Applicant Pool

The Admissions Committee gives priority to Manitoba applicants. The University of Manitoba defines Manitoba applicants as those who:

- have graduated from a Manitoba high school; or

- have a recognized degree from a university in Manitoba; or
- have completed a minimum of two consecutive years of full-time academic studies in a recognized program at a university in Manitoba, while physically residing in Manitoba; or
- have been a resident in the Province of Manitoba for a minimum of two (2) years following high school graduation; the two year residence period will not be considered broken where the Admissions Committee is satisfied that the applicant was temporarily out of the province on vacation, in short-term volunteer work or employment, or as a full time student.

The Max Rady College of Medicine also defines the following as equivalent to a Manitoba Resident:

- Applicants who are a resident of the Territories. A resident of the Territories shall be defined as a Canadian Citizen or Permanent Resident of Canada, who at the application deadline meets any one of the following two descriptions:
 - Has graduated from a high school in one of the three Territories
 - Has resided continuously in one of the three Territories for any two-year period following high school attendance. The two-year residence period shall not be considered broken where the College's Admission Committee is satisfied the applicant was temporarily out of the territory on vacation, or for short-term volunteer work.
- Applicants who are a member of the Canadian Forces at the time of application and have provided evidence of a minimum of two years of full-time service in the Canadian Forces by the time of application are included in the Manitoba applicant pool regardless of their current residency.

1.1 Bilingual (French/English) Stream

The Bilingual (French/English) Stream is a subset of the Manitoba Applicant Pool and applicants in this Stream will be assessed within the Manitoba Applicant Pool.

To be considered eligible for the Bilingual Stream applicants must:

- meet all of the current eligibility requirements for the MD Program;
- meet the current criteria for the Manitoba Applicant Pool;

The Max Rady College of Medicine encourages applicants to consider applying for the Bilingual Stream if they are included in the following criteria:

- are a native French speaker
- have completed their secondary education in French
- have completed their post-secondary education in French

Applicants invited to interview will have a portion of the Multiple Mini Interview conducted in French.

Successful candidates will participate in dedicated components of the curriculum in the French language.

2. Canadian Indigenous Applicant Pool

The University of Manitoba is committed to addressing the under-representation of Indigenous medical students and Indigenous health-care providers in Manitoba. Applicants from all provinces and Territories in Canada are encouraged to declare their First Nations, Metis or Inuit heritage.

- First Nations, Metis and Inuit applicants must meet all of the eligibility requirements.
- All eligible First Nations, Metis and Inuit applicants will be offered both the MMI and an Indigenous Panel interview.

Applicants who self-identify as First Nations, Metis or Inuit will have their contact information shared with the Senior Lead Indigenous Health Student Affairs, Ongomiizwin – Education. The Senior Lead will contact all applicants to ensure the Admissions process is understood and to begin to develop a relationship that will be a source of support throughout the medical learning journey.

First Nations, Metis and Inuit applicants are required to submit documentation to support their declaration of Indigenous ancestry. One of the following will be accepted:

- a certified copy of a Status or Treaty card;
- a certified copy of a Metis membership card;
- a certified copy of a Nunavut Trust Certificate card;
- roll number or any other proof accepted by Inuit communities.

If none of these forms of documentation are available, enquiries may be made to the University of Manitoba Admissions Office regarding other acceptable documentation.

The Admissions Committee reserves the right to transfer an applicant into the general MD Manitoba or Out-of-Province applicant pool should this prove advantageous to the applicant.

If you would like more information on The Canadian Indigenous Applicant Pool, please visit our website:

http://umanitoba.ca/faculties/health_sciences/medicine/admissions/8822.html#Applicant_Pools_and_Program_Streams

3. Out-of-Province Applicant Pool

The Max Rady College of Medicine welcomes applicants from all provinces and Territories. The Admissions Committee defines Out-of-Province applicants as those who are a citizen or permanent resident of Canada but are not a resident of Manitoba. For the 2019-2020 application cycle, up to 5% of the class will be selected from this pool. Eligibility requirements remain the same for this applicant pool and you are welcome to apply if you meet or exceed these minimum requirements.

However, the Admissions Committee discourages individuals from applying who have an AGPA lower than 3.94 and an operative MCAT® score lower than 515. If you fall into one or both of these categories, you have a low chance of receiving an invitation to an interview.

4. MD/PhD Program Stream

The Max Rady College of Medicine is committed to strengthening and expanding the existing MD/PhD Program to recruit and retain students with academic excellence, evidence of sustained and productive research experience, and strong potential to become a clinician scientist.

Students wishing to apply should contact the MD/PhD program director early in the process and review the information on the website at:

http://umanitoba.ca/faculties/health_sciences/medicine/research/grad_undergrad/6696.html

To be considered eligible for the MD/PhD Program Stream applicants must meet all of the current eligibility requirements for the MD Program, and must apply to the MD Program.

Applicants must be competitive within their respective applicant pool and are not ranked independently from their cohort.

Section 3: Application Process & Deadlines

A. Application Fee

Canadian / Permanent Residents: \$100.00*

* See Section 2: Eligibility Requirements, C. Canadian Residency

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 also 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
September 8, 2018	Last eligible MCAT® sitting for the 2019-2020 application cycle.
October 1, 2018	Final deadline to submit completed application and application fee.
	Deadline for receipt of documentation of Indigenous heritage and evidence of English or French language proficiency supplied with application (if applicable).
October 23, 2018	The last eligible CASPer® sitting for the 2019-2020 application cycle.
November 1, 2018	Final deadline for receipt of all official transcripts, including IB and AP transcripts (see Section 2.3).
	Final deadline for all remaining application documentation including MCAT scores.
	Eligible Canadian Indigenous Applicant Pool applicants will be notified to complete and return the autobiographical essay.
November 9, 2018	Deadline for Canadian Indigenous Applicant Pool applicants to submit referee contact information through the application system link, sent with the invitation for interview.
November 13, 2018	Final deadline for receipt of all CASPer® scores.
January 7, 2019	Offers of interview will be sent by email.
January 9, 2019	Autobiographical essays are due for applicants to the Canadian Indigenous Applicant Pool.
	Deadline for the Referees of the Canadian Indigenous Applicant Pool applicants to submit reference letters through the on-line reference system.
January 11, 2019	Deadline for Manitoba and Out of Province Pool Applicants to submit referee contact information through the application system link, sent with the invitation for interview.
February 5, 2019	Deadline for Referees of the Manitoba and Out of Province Pool applicants to submit reference

	letters through the on-line reference system.
February 23, 24 and March 2, 3, 2019	Multiple Mini Interviews (MMI) and Canadian Indigenous Applicant Panel Interviews
May 15, 2019	Decisions of admission will be posted
June 30, 2019	Deadline for submission of final official transcripts and other admission documentation (i.e. proof of graduation) requested by the Admissions Office or the Max Rady College of Medicine.

C. Required Application Documentation

The following documents will be required to complete your application:

- **Interim official transcripts** showing all completed course work and current registration are to be submitted by November 1st. Transcripts are required from any university or college attended other than the University of Manitoba (including exchange, transfer and letter of permission).
- **Final official transcripts** showing all completed course work are to be submitted by November 1st. Transcripts from any university or college attended other than University of Manitoba are required (including exchange, transfer and letter of permission). 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.

If you are in a graduate studies program, these courses will not be used in AGPA calculation. However, transcripts must still be provided, even if you have just begun your program. Proof of good standing must be provided by June 30th.

- **Advanced Placement (AP)/International Baccalaureate (IB) official transcripts** must be

submitted directly from AP/IB if being used in the application process for AGPA or to meet application requirements (see Section 2: Eligibility Requirements, A. Academic Requirements)

- **Reference letters** are only required for applicants who are granted an interview. Upon offer of interview, applicants will be required to submit referee contact information by the indicated deadline using the on-line application system. Applicants should inform their referees that they will be contacted via the email address provided on the on-line system by the applicant.

- **MCAT® scores must be released to the University of Manitoba** by the applicant through the AAMC website after the scores are available to the applicant.

Scores are released by logging onto the MCAT THx System on the AAMC website:

<https://services.aamc.org/mcatthx/>

- **CASPer® scores must be released to the University of Manitoba by the applicant.** When releasing scores to the University of Manitoba, applicants will need to use their University of Manitoba Student ID or Banner ID. New students to the University of Manitoba will be assigned a Student ID after the application is submitted and paid. This number will be communicated via email after the application is submitted and paid.

Any inquires on the test should be directed to support@takecasper.com

- **Immigration documents** are required if born outside of Canada. (i.e. proof of Canadian Citizenship, Permanent Resident of Canada or Refugee Status) This can be a pdf document uploaded to the online application before application submission.
- **Proof of Manitoba Residency** (if applicable) (see Section 2: Eligibility Requirements, E. Categories of Applicants, 1. Manitoba Applicant Pool) Applicants who have not completed High School in Manitoba or 2 years or more of study at a university in Manitoba should submit a scanned copy of their

MB health card showing Manitoba residency of a least two years at time of application to Medicine.

- **Proof of full-time service in the Canadian Forces** (if applicable). Either an uploaded letter from the current commanding officer or a Member Personnel Record Résumé (MPRR) will be required. (see Section 2: Eligibility Requirements, E. Categories of Applicants, 1. Manitoba Applicant Pool)
- **Name change documentation** is required if name change has occurred as a result of marriage, divorce or other reason.
- **Proof of First Nations, Metis and Inuit heritage** (for Canadian Indigenous Applicant Pool applicants only) (see Section 2: Eligibility Requirements, E. Categories of Applicants, 2. Canadian Indigenous Applicant Pool)
- **Autobiographical sketch** (if applicable) (see Section 4: Selection Process, F. Interview Process, 2. Panel Interview for Canadian Indigenous Applicant)
- **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 to Medicine
Enrolment Services, 424 University Centre
University of Manitoba, Winnipeg, MB R3T 2N2**

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.

D. Required Admission Documentation

1. Technical Standards Requirement

The Max Rady College of Medicine has identified the requisite skills and abilities for admission, promotion and graduation in the MD program. These skills, also identified as Technical Standards, are identified in the policy document Essential Skills and Abilities (Technical Standards) for Admission, Promotion and Graduation in the MD Program which can be found at:

<http://umanitoba.ca/student/saa/accessibility/essential-skills-and-abilities-requirements.html>

2. Criminal Record Search, Child Abuse and Adult Abuse Registry Checks

All applicants must complete a self-declaration regarding adult criminal records, pending criminal charges and registration on the child abuse registry as an offender; this self-declaration must be done at the time of application. A criminal record search certificate, declaration of pending criminal charges, child abuse registry self-check and an adult abuse registry self-check are required at the time of registration and annually thereafter. Applicants will need to comply with any University of Manitoba policy on criminal record and abuse checks that may be in effect as of the time of registration.

3. Professional Registration

All medical students must be eligible for, and become registered with the College of Physicians and Surgeons of Manitoba (CPSM) by the time of registration. Eligibility for registration of the CPSM is distinct from the Max Rady College of Medicine eligibility requirements. CPSM eligibility requirements can be viewed on the CPSM website at: www.cpsm.mb.ca

Inquiries regarding eligibility for registration must be addressed with the CPSM.

Section 4: Selection Process

A. Calculation of the AGPA

The University of Manitoba assigns credit hours as follows: a full course, normally two terms, is assigned 6 credit hours; a half course, normally one term, is assigned 3 credit hours. Credit hours from other institutions will be assigned based on this scale in order to determine the number of credit hours completed, and the number of credit hours that will be dropped from the calculation of the AGPA.

The University of Manitoba assigns grades on a 4.5 scale and will convert grades from other institutions for admission purposes.

Historical trends regarding the AGPA for interviewed and successful applicants can be found at: http://umanitoba.ca/faculties/health_sciences/medicine/admissions/8831.html

The undergraduate courses with the lowest marks are dropped from the AGPA calculation providing that an applicant has completed ninety (90) or more undergraduate credit hours, to a maximum of 30 credit hours. The lowest grades are dropped from the AGPA calculation as identified in the following table.

Number of credit hours completed	Number of credit hours dropped
90 – 95	15
96 – 101	18
102 – 107	21
108 – 113	24
114 – 119	27
120 or more	30

All undergraduate university degree level courses completed by the application deadline will be used to calculate the AGPA. The AGPA will include summer courses, part-time, extended education, repeated courses and 2nd degrees. Calculation of the AGPA will not include courses completed after the application deadline. Graduate courses will not be used.

Request for Elimination of First Program of Study

Applicants can request for elimination of their first program of study if there is a five year gap between last registration and the beginning of registration in their second program of study. To be eligible for this request, the coursework completed in the first program of study cannot be used towards fulfilling degree requirements in the second program of study. None of the courses from the first program of study will be used in the AGPA. Applicants will be required to submit a letter from the degree granting faculty confirming the courses from the first program of study were not used towards fulfilling degree requirements in the second program of study.

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 documentation 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. MCAT® Score

The MCAT® is administered by the Association of American Medical Colleges (AAMC). All information regarding MCAT® should be accessed from:

www.aamc.org/mcat.

Historical trends regarding the MCAT scores for interviewed and successful applicants can be found at:

http://umanitoba.ca/faculties/health_sciences/medicine/admissions/8831.html

In the case of multiple MCAT scores, the score that will most advantage the applicant will be used in calculating the composite score for selection of candidates for interview and ranking of applicants for offer of admission.

Applicants are responsible for ensuring that their score(s) are released to the University of Manitoba by the posted deadline. Scores are released by logging onto the MCAT THx System on the AAMC website:

<https://services.aamc.org/mcatthx/>

If scores are not received by the deadline, the application will be considered incomplete and will be closed.

There will be no weighting applied to any of the four sections. Given the recent introduction of the new MCAT, minimum eligible scores have not been established. The total score will be used in the composite score calculation.

C. CASPer®

All applicants to the Max Rady College of Medicine at the University of Manitoba will be required to complete a 90 minute computer-based test, called CASPer® (the Computer-based Assessment for Sampling Personal characteristics), as part of the selection process. CASPer® is a web-based assessment

of interpersonal skills and decision-making, to be completed at a computer.

CASPer® assesses for non-cognitive skills and interpersonal characteristics that the Max Rady College of Medicine believes are important for successful students and graduates of the program, and will complement the other tools used for applicant screening. In implementing the CASPer® the Max Rady College of Medicine is trying to further enhance fairness and objectivity in the selection process.

The CASPer® test is comprised of 10-12 sections of video and written scenarios. Following each scenario applicants are required to answer a set of probing questions under a time contract. Each response is graded by a different rater, giving a very robust and reliable view of personal and professional characteristics important to the program. No studying is required for CASPer®, although applicants may want to familiarize themselves with the test structure and ensure that they have a quiet environment to take the test.

Applicants to the Manitoba applicant pool and the Out of Province applicant pool must achieve a threshold CASPer® score greater than 1.5 standard deviations below the mean for their respective applicant pool in order to maintain their eligibility.

The CASPer score shall contribute 30% of the composite score used in the selection of applicants for the Multiple Mini Interview (MMI). The CASPer score shall contribute 10% to the composite score weighting in the final selection of interviewed applicants for admission

Note: CASPer® shall not be used in the selection of registrants from the Canadian Indigenous applicant pool. However, as applicants from the Canadian Indigenous applicant pool may also be considered in the general applicants pools (Manitoba applicant pool and Out of Province applicant pool) CASPer® must be written as it will be used in the selection in these general pools.

It is the responsibility of the applicant to ensure that they are able to have dependable access to CASPer® on line. No exceptions will be provided for applicants unable to take CASPer® on line due to

being located at an international site in which internet is not dependably accessible due to technical or political factors.

Applicants are allowed to take the CASPer test only once per admission cycle. CASPer results are also only valid for a single admission cycle.

For more information about CASPer® please visit takeCASPer.com

Any inquires on the test should be directed to support@takecasper.com

D. Enhancing Equity and Diversity

The Max Rady College of Medicine has sought to enhance the representation of rural students, students with advanced academic achievements and students from diverse backgrounds. All applicants can complete the section of the application that reflects these attributes that apply to them. A numerical coefficient is derived based on the answers and the applicant's scores are weighted. Very few applicants will achieve full rural, advanced academic or diversity weighting. The weighting of these attributes is reviewed annually by the Admissions Committee. Please read the definitions and instructions carefully before answering.

1. Socioeconomic and Cultural Diversity

The University of Manitoba's Max Rady College of Medicine recognizes that in order to meet its social accountability mission and meaningfully serve the complex and diverse health care needs of Canadians, there must be enhanced diversity of registrants. It is further acknowledged that diversity encompasses many dimensions including ethnicity and religion, gender and sexual orientation, geographic origin, and socioeconomic status. Accordingly, all eligible applicants will be invited to complete a supplementary questionnaire that would identify family, economic and sociocultural characteristics or attributes. The Admissions Committee evaluates diverse attributes in the following three (3) domains:

- family history;
- economic information; and
- other socio-cultural determinants.

Attributes within each domain may contribute to a numerical coefficient for modification of the composite score for selection of candidates for interview and ranking of applicants for offer of admission.

2. Rural Attributes

The Max Rady College of Medicine has recognized the need to enhance the representation of individuals who have connections to and engagement with rural, remote and Northern communities. All eligible applicants will be invited to complete a supplementary questionnaire that would identify rural attributes in the following three (3) domains:

- rural “roots”;
- rural work experience; and
- rural volunteer or leadership experience.

The University of Manitoba’s Max Rady College of Medicine has established rural criteria for Manitoba residents as identified in the online application form. For Out-of-Province applicants the definition of rural, for the purposes of admission, is an area where the population is less than 40,000. A minimum duration of engagement with a rural community is necessary in order to qualify for rural attribute consideration. Attributes within each domain may contribute to a numerical coefficient for modification of the composite score for selection of candidates for interview and ranking of applicants for offer of admission.

3. Advanced Academic Attributes

The Admissions Committee evaluates advanced academic attributes in the following three (3) domains:

- PhD;
- peer-reviewed publications; and
- academic appointments in a research or professorial stream.

Your PhD must be complete at the time of application. A minimum of 5 peer-reviewed publications is required at the time of application and you must be listed as a 1st or 2nd author.

An academic appointment is a classification of ranking given by a university for tenured faculty. The position would be given the title of Professor, Associate Professor, Assistant Professor or Lecturer. Someone holding this position would be responsible for academic programs, with a high level of authority and advanced knowledge.

Attributes within each domain may contribute to a numerical coefficient for modification of the composite score for selection of candidates for interview and ranking of applicants for offer of admission.

E. Selection of Applicants for Interview

All eligible applicants to the Canadian Indigenous Applicant Pool will be offered an interview.

For all other applicant pools, the Admissions Committee will calculate a composite score to determine an applicant’s ranking. The composite score will be modified by the rural, advanced academic, and socioeconomic and cultural diversity coefficient calculated for all eligible applicants.

All applicants who meet the eligibility requirements are ranked by calculating a composite score in the following way:

$(20\% \text{ AGPA} + 50\% \text{ MCAT}^{\text{®}} + 30\% \text{ CASPer}^{\text{®}}) \times (\text{rural coefficient if } >0) \times (\text{academic co-efficient if } >0) \times (\text{socioeconomic and cultural diversity co-efficient if } >0)$

Applicants' component scores with differing variances are standardized by determining Z-scores within their respective applicant pool before mathematically combining the component scores to calculate the composite scores and ranking for selection of applicants for interviews. Applicants are initially ranked within their respective pool and only those applicants whose composite score is deemed to be competitive within their respective pool will be invited for an interview.

F. Interview Process

1. Multiple Mini Interview (MMI)

The University of Manitoba uses the Multiple Mini Interview (MMI) format for all applicants. Information

regarding the MMI format is available on our website. Applicants are required to come to the University of Manitoba to participate in the interview. Applicants who are not available to attend one of the scheduled interview dates will not be considered for admission.

The interview process for applicants in the Bilingual Stream will include a component of the Multiple Mini Interview conducted in the French language. In order to be considered eligible for admission, all applicants must achieve the following:

- a passing mark on 9 of 11 MMI stations; and
- a total MMI score greater than two standard deviations below the mean; and
- a mean score acceptable to the Admissions Committee established annually based on the applicant cohort.

Candidates who do not achieve these standards on the MMI will not be considered for admission regardless of MCAT® or AGPA scores.

2. Panel Interview for Canadian Indigenous Applicants

Applicants who have declared their First Nations, Metis and Inuit heritage, have met the eligibility requirements for AGPA and MCAT®, have provided the appropriate supporting documentation and wish to be considered in the Canadian Indigenous Applicant Pool will be invited to participate in both the MMI and a panel interview. Information regarding the panel format is available on our website. Applicants are required to come to the University of Manitoba to participate in the interview. Those who participate in the panel interview will be ranked in the Canadian Indigenous Applicant Pool as well as the applicable Manitoba or Out-of-Province Applicant Pool.

Applicants will be required to submit additional autobiographical information in advance of the panel interview. Criteria for this information will be included with the invitation to interview.

G. Letters of Reference

Applicants should select referees who have current knowledge of their attributes and activities and who

can evaluate their suitability for the study and practice of medicine. Referees will be asked to address specific questions regarding the applicant. References from family or extended family members will not be considered. For more information on selecting references, go to:

http://umanitoba.ca/faculties/health_sciences/medicine/admissions/8839.html

The Max Rady College of Medicine may contact the applicant's referees to verify the reference and provide clarification if requested by the Admissions Committee. The Admissions Committee reserves the right to contact other individuals whose knowledge of the applicant might be considered relevant to the assessment of the application.

Letters of reference are solely used to verify the suitability of the applicant, and do not contribute to the applicant's composite score for the Manitoba and Out-of-Province Applicant Pools. The letters of reference contribute to the composite score only for applicants in the Canadian Indigenous Applicant Pool.

Upon offer of interview, applicants will be required to submit referee contact information by the indicated deadline using the on-line application system. Applicants should inform their referees that they will be contacted via the email address provided on the on-line system by the applicant. An application may be deemed incomplete and therefore ineligible if reference letters are not received.

The Max Rady College of Medicine will request references only for those applicants who are invited to an interview. References received prior to this process will be discarded.

New letters of reference must be submitted each application cycle.

H. Professional Attributes

A Max Rady College of Medicine subcommittee will review the applications of individuals who manifest concerns that may be predictive of future breaches of professionalism. Such concerns may include but are not limited to: an adult criminal conviction; a breach of academic integrity; concerns identified in the application process; concerns identified in the MMI,

and where applicable the panel interview for individuals in the Canadian Indigenous Applicant Pool; or concerns expressed in letters of reference. The review by the subcommittee is an anonymous process and all documents presented are redacted of identifiable information.

The subcommittee will advise the Admissions Committee regarding the suitability of the applicant, and decisions regarding the application process may be made based upon the subcommittee's recommendation. Applicants are advised if the Admissions Committee declines an offer of admission based upon evaluation of professional attributes. The Max Rady College of Medicine retains the application files of individuals whose documentation has been reviewed by the subcommittee such that a serial assessment of professional attributes can be undertaken should an individual reapply. A review by the subcommittee neither precludes eligibility for reapplication in subsequent application cycles nor influences selection of applicants for interview.

I. Ranking of Applicants for Offer of Admission

All applicants who were selected for interview and participated in the interview process are ranked by the Admissions Committee.

1. General MD Program, MD/PhD Program Stream, and Bilingual Stream

All applicants who participated in the interview process will be ranked in their respective pool by calculating a composite score in the following way:

$(15\% \text{ AGPA} + 40\% \text{ MCAT}^{\text{®}} + 35\% \text{ MMI} + 10\% \text{ CASPer}^{\text{®}}) \times (\text{rural co-efficient if } >0) \times (\text{academic co-efficient if } >0) \times (\text{socioeconomic and cultural diversity co-efficient if } >0)$

Applicants' component scores with differing variances are standardized by determining Z-scores within their respective applicant pool before mathematically combining the component scores to calculate the composite scores and ranking for applicants for offer of admission.

The Admissions Committee reserves the right to transfer an applicant into the General MD Program Stream (Manitoba or Out-of-Province Applicant Pool),

based on residency status, should this prove advantageous to the applicant.

2. Canadian Indigenous Applicant Pool

Offers of admission will be extended to applicants who are recommended to the Admissions Committee by the Canadian Indigenous Applicant Pool panel, regardless of composite score of MMI results.

The Admissions Committee reserves the right to transfer an applicant into the General MD Program Stream (Manitoba or Out-of-Province Applicant Pool), based on residency status, should this prove advantageous to the applicant.

J. Tie Breaking Procedure for Offers

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.

K. 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 that 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.

The Admissions Committee will send offers of admission to successful applicants on: May 15, 2019.

Applicants may be placed on a waiting list on May 15, 2019 and individuals will be selected from that list as vacancies become available. The last date of selection from the waiting list is on or about August 19, 2019. Applicants who are deemed unlikely to be offered admission will be notified on May 15, 2019.

Applicants offered admission will have 5 business days to respond and will be required to pay a non-refundable deposit of \$500.00 to indicate their acceptance of the offer. This deposit will be credited to first year fees or forfeited if the applicant subsequently declines.

L. Deferral of Admission

Deferral requests will be reviewed on a case-by-case basis. Please submit your request in writing to medicine.admissions@umanitoba.ca.

Section 5: Reconsideration & Appeals

Applicants who wish to appeal a decision made by the Admissions Committee, must submit their request in writing to the Director, Admissions, Max Rady College of Medicine.

This request must be received no later than 10 working days from the date of the electronic notification of the decision the applicant wishes to appeal.

Appeal of admission decisions occurs at two levels within the Max Rady College of Medicine:

Level 1: the Director, Admissions, Max Rady College of Medicine

Level 2: Committee for Reconsideration of Admissions Decisions.

The mandate of the Max Rady College of Medicine appeal process shall focus on adherence to the published policies and procedures of the Admissions Committee, and not on substantive issues or the relative merits of the application. For more information on the appeal policy for Max Rady College of Medicine Admission, please contact the Administrator, Admissions, Max Rady College of Medicine (see Section 9: Contact Information)

An applicant may appeal the decision of the Max Rady College of Medicine to the Senate Committee on Admissions Appeals. The appeals procedures and guidelines may be found at the following link:

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

Section 6: Counselling of Applicants

The Max Rady College of Medicine and Admissions Office are able to assist applicants who seek counselling regarding admission to the Max Rady College of Medicine. 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 9: Contact Information).

Section 7: Other Information

A. Confidential Process

An application for admission and the supporting documentation are personal information and the Max Rady College of Medicine will treat them with confidentiality, pursuant to its obligations under The Freedom of Information and Protection of Privacy Act. Information about applications will only be released and used for the purpose of assessing the candidate's suitability for admission and making reasonable

accommodations. Information about successful applicants will form part of the student’s file and be used for academic purposes.

The Max Rady College of Medicine retains information related to unsuccessful applications for 2 years. Information related to successful applicants is placed on the student’s permanent file and will be retained indefinitely. The Max Rady College of Medicine reserves the right to retain information indefinitely should there be evidence of information that may have a bearing on future professional behaviour for those who choose to re-apply.

The Max Rady College of Medicine must protect the integrity of the admissions process. As a result, applicants will not have access to certain information related to their application, including:

- letters of reference;
- specific MMI, panel or MD/PhD interview scoring;
- composite score or ranking; and
- names of MMI, panel or MD/PhD interviewers.
- CASPer® score

The names of the members of the Admissions Committee and the names of the members of the Committee for Reconsideration of Admissions Decisions will not be disclosed.

B. Consideration for Applicants with Blood borne Pathogens

Infection with a blood borne pathogen does not preclude admission to the Max Rady College of Medicine. Individuals with blood borne communicable diseases including but not limited to Hepatitis B Virus, Hepatitis C Virus, and Human Immunodeficiency Virus who are contemplating application should seek counsel regarding their intention. Counsel could be received from a medical doctor with expertise in infectious diseases, or the Office of Student Affairs in a university with medical and doctoral programs. This consideration does not preclude an applicant’s requirement to meet the technical standards requisite for admission to, promotion in, and graduation from the College.

Applicants who are known to have a chronic blood borne communicable disease, including but not limited to individuals who are known to be seropositive for Hepatitis C Virus and/or Human Immunodeficiency Virus, and/or have a positive test for Hepatitis B Virus, must notify the Office of Student Affairs – Medicine at the time of admission.

Section 8: Student Accessibility

The University of Manitoba and the Max Rady College of Medicine 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 9: Contact Information

For questions about the application process, applicant pools and streams, rural, academic and diversity scoring, references, and multiple mini interviews contact the Max Rady College of Medicine:

Max Rady College of Medicine:	260 Brodie Centre, 727 McDermot Avenue University of Manitoba Winnipeg, MB R3E 3P5
Administrator, Admissions	Julia Blonski Telephone: (204) 789-3499 Email: medicine.admissions@umanitoba.ca

For questions about the application, prerequisites, transcripts and AGPA calculation contact the Admissions Office:

Admissions Office:	424 University Centre Telephone: (204) 474-8808 Email: admissions@umanitoba.ca
Lead Admissions Officer:	Jody Dewbury Telephone: (204) 474-8825 Email: admissions.medicine@umanitoba.ca

The following other contacts may also be useful:

Ongomiizwin – Education	S206 Medical Services Building 750 Bannatyne Avenue Telephone: (204) 789-3511
Student Accessibility Services	520 University Centre <i>Telephone:</i> (204) 474-7423 Email: student_accessibility@umanitoba.ca
Student Advocacy Office	520 University Centre <i>Telephone:</i> (204) 474-7423 Email: student_advocacy@umanitoba.ca