



# UNIVERSITY OF MANITOBA

## Faculty of Education

### Bachelor of Music/Bachelor of Education Program

### Applicant Information Bulletin 2016 – 2017

**Application Deadline: February 1, 2016**

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#### Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Faculty of Education 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: Bachelor of Music/ Bachelor of Education (B. Mus. & B.Ed.)

#### Section 2: Eligibility Requirements

##### A. Academic Requirements

All applicants must:

1. have successfully completed Years 1 and 2 of specific coursework in the Desautels Faculty of Music by May 1, 2016 with a minimum Grade Point Average of 2.50 (see Section 4: Selection Process, A. Selection by Composite Score, 1. GPA Assessment (forty-five points), Calculation of the Adjusted Grade Point Average (AGPA))

**and**

2. be in good academic standing in the Desautels Faculty of Music. Applicants who do not meet these requirements will be deemed ineligible for admission.

**B. Area of Specialization and Minor**

Applicants will select their area of specialization and minor at the time of application. Applicants will **not** be allowed to make changes to their area of specialization after February 1, 2016.

For detailed course requirements for the program, refer to the University of Manitoba Undergraduate Calendar or website [www.umanitoba.ca/calendar](http://www.umanitoba.ca/calendar).

**Areas of Specialization** – Students choose one area of Specialization.

Choral	Instrumental	Early/Middle
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**Minors** – Students choose one minor as available to Senior Years Applicants

Art	Biology	Chemistry
Computer Science	English	French
General Science	Geography	History
Human Ecology	Mathematics	Native Studies
Physical Education	Physics	Second Language
Drama/Theatre		
<b>NOTE:</b> Some minors have specific content requirements. Please consult the Faculty of Education Senior Years admissions section to confirm content requirements as required.		

Courses presented for teachable subject area, and breadth if applicable, must come from the specified department unless otherwise noted (see [Faculty of Education website: Future Students](#))

**C. 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. Please confirm the validity of your test results.***

**D. Reference Requirements**

All applicants are required to have three referee reports for the Bachelor of Music/Bachelor of Education program. Each referee’s name, email and phone number are entered in the online application form. Referees cannot be family members. Applicants will print off a PDF referee form directly from the application to distribute to their referees. Completed forms must be sent directly to the Faculty of Education by the posted deadline (see Section 3: Application Process & Deadlines). Where a referee requests the applicant to deliver the form, the form must arrive in a sealed envelope with the referee’s signature across the back. The Faculty reserves the right to withdraw any applicant from further consideration if the referee report(s) indicate that the applicant would not likely meet the minimum standards of professional suitability.

**E. Writing Session Requirement**

All applicants are required to attend a writing session where they will be asked to write a brief essay on an assigned topic. Forty-five minutes will be allowed to complete this requirement. Applicants will be assessed for English usage and style, (specifically, grammar, vocabulary, sentence and essay structure, spelling, etc.).

The writing dates are as follows:

January 23, 2016	February 6, 2016
February 10, 2016	February 27, 2016

These sessions will be held in the Education Building at the University of Manitoba, Fort Garry Campus. Applicants can register on-line through the Writing

Session website  
(<http://wwwapps.cc.umanitoba.ca/faculties/education/future/writing/>).

Applicants residing in Winnipeg and surrounding areas (within a 2 hour drive to Winnipeg) are asked to attend one of these sessions. Applicants must present picture ID for entrance to the writing session. In addition, applicants should be reminded that they can only attend one of the sessions scheduled. For optimal choice of writing session, applicants should register early. The Writing Skills registration form (including a Request for School Placement e-form) can be found at (<http://wwwapps.cc.umanitoba.ca/faculties/education/future/writing/>).

Applicants who are not residing in Winnipeg or surrounding areas are permitted to complete the written skills exercise at a centre closer to them. In addition an applicant may require the services of Student Accessibility Services. Contact the Coordinator for Admission to the Faculty of Education to make arrangements for these situations.

## **F. Categories of Applicants**

### **1. Regular Category**

Students will be considered for admission on the basis of their previous academic records and who have met all eligibility criteria as outlined in this section

### **2. Special Consideration**

The Faculty of Education has a Special Consideration Category. The Faculty recognizes the importance of providing the highest quality of education to all students in Manitoba via a teaching force that is fully representative of the cultural, ethnic and racial diversity of the province.

As the largest teacher education institution in the province, the Faculty recognizes its responsibility to facilitate the development of such a teaching force. The Faculty recognizes the need to ensure that its recruitment and admission policies and procedures do not inappropriately obstruct the achievement of such a goal, but rather actively promote its attainment. Up to ten percent of faculty quotas will be selected from within the Special Consideration Category.

Applicants who identify themselves under the Special Consideration Category are admissible under this category provided they meet all of the eligibility requirements.

For the purpose of identification, the definitions for the Special Consideration groups are as follows:

#### **Canada Indigenous/Aboriginal Peoples**

An Indigenous/Aboriginal person is a member of a Canadian First Nation, Métis, or Inuit Community.

#### **Visible Minority**

Visible Minority - those persons other than Indigenous/Aboriginal Peoples who, because of their ethnicity, are a visible minority in Canada.

#### **Persons with Disabilities**

Persons with disabilities are those who would consider themselves disadvantaged by reason of any physical, intellectual, mental, sensory or learning impairment.

## **Section 3: Application Process & Deadlines**

### **A. Application Fees**

Canadian/Permanent Residents:	\$90.00
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 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.)**

### **B. Deadlines and Important Dates**

<b>Date</b>	<b>Deadlines and Important Dates</b>
<b>February 1, 2016</b>	Deadline to submit application and application fee.
	Deadline to submit official

	transcripts ( <b>other</b> than the U of M) to the Admissions Office (must include Fall 2015 grades). Deadline to submit the completed After Degree B.Ed. application for 2016-2017 and application fee to the Admissions Office via online application service.
<b>February 15, 2016</b>	Deadline to submit the Confidential Referee Reports to the Faculty of Education.
<b>February 27, 2016</b>	Last Writing Skills session.
<b>April 14, 2016</b>	Decisions available.
<b>June 15, 2016</b>	Deadline to submit final official transcripts for applicants who completed coursework or conferred degrees (Spring Convocation) in the 2015-2016 academic year, and any other documents requested by the Admissions Office.
<b>Prior to Registration</b>	Current Criminal Record Checks (including Vulnerable Sector Screening) and Child Abuse Registry documents must be submitted.

### C. Required Application Documentation

The following documents will be required to complete your application:

- **Interim transcripts** showing current registration are to be submitted when applying or shortly thereafter.
- **Final official transcripts** from any university or college attended other than University of Manitoba are required. Student copies or photocopies are not acceptable. Transcripts become the property of University of Manitoba and will not be returned.

**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.

- **Immigration documents** are required if born outside of Canada.

- **Name change documentation** is required if name change has occurred as a result of marriage, divorce or other reason.
- **Proof of proficiency in the use of the English language** (see Section 2: Eligibility Requirements, C. English Language Proficiency Requirements). Please send all application documentation to the following address:

**Admission for Education  
Enrolment Services, 424 University Centre  
University of Manitoba, Winnipeg, MB R3T 2N2**

### D. Post-Acceptance Documentation

All successful applicants to the Faculty of Education are required to submit the following:

***Criminal Records Check (including Vulnerable Sector Screening), Child Abuse Registry, and Self Declaration forms***

All applicants who are offered admission are required to complete the *Child Abuse Registry & Statement of Criminal Records Self-Declaration Form* that can be accessed on your offer of admission. Applicants should note that only Criminal Records must be disclosed and that the existence of such a record will **not** automatically exclude the applicants from the program. Any applicant declaring a criminal record will have the offence reviewed by a sub-committee of the Faculty of Education. Decisions on all cases will be held in strictest confidence. The sub-committee may elect to interview applicants or request further information.

All successful applicants will be conditionally admitted pending clearance of an official criminal record search/check including Vulnerable Sector screening and clearance from the Child Abuse Registry. No registration will be permitted until such documentation and clearance has been received. **Clearances must be dated after April 1, 2016.**

#### **NOTE:**

Applicants not providing these documents by the start date for the Fall Term will be required to attend Winter Term only as a Part Time student and not eligible to enroll in the practicum and co-requisite courses for the 2016-2017 academic year.

## Section 4: Selection Process

Applicants satisfying the minimum eligibility requirements (see Section 2: Eligibility Requirements) are eligible for consideration; however, selection is competitive and remains at the discretion of the Faculty of Education. Students will be admitted on the basis of an annual competition. Each year's admission cycle is a separate process, and there is no carryover from one year to the next. The quota and composite score used for selection are determined yearly.

The Faculty of Education will assess applicants on the basis of their Grade Point Average and on the Writing Skills score as described in this section, taking into consideration referee reports.

### **A. Selection by Composite Score**

Admission will be offered to the top ranked applicants as determined by Composite Score for the program. The selection process is explained further in the paragraphs below.

#### **1. GPA Assessment (forty-five points)**

Each applicant will be assessed as outlined in *Section 2: Eligibility Requirements*. A maximum of **forty-five points** will be awarded for the Adjusted Grade Point Average. Any student who has an Adjusted Grade Point Average of less than 2.50 will be deemed ineligible for admission. In addition any student who fails to meet the University of Manitoba minimum performance level (cumulative grade point average of 2.00) will be deemed ineligible for admission. An applicant who is on probation or on suspension will also be considered ineligible for admission.

#### **Calculation of the Adjusted Grade Point Average (AGPA)**

The Grade Point Average is calculated on the courses in Years 1 and 2 of the Faculty of Music completed by February 1, 2016 (only those grades assigned at the point of application are used).

Courses graded 'Satisfactory', 'Pass/Fail', or International Baccalaureate (IB) and Advanced Placement (AP) courses that have been awarded as transfer of credit will be used within the teachable courses, but excluded from the GPA calculation.

Courses completed as part of a graduate program may be used to fulfill teachable requirements where grades are available by February 1, 2016. These grades will also be included in the GPA calculation.

In recent years, the admission process has been increasingly competitive and therefore, applicants should strive for a Grade Point Average higher than the minimum 2.50 required.

#### **2. Writing Skills (twenty points)**

All applicants are required to attend a writing session. Students can receive up to a maximum of **twenty points** towards their composite score (see Section 2: Eligibility Requirements).

### **B. 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.

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

Once a decision has been made, all applicants will receive an email notifying them to log into their application portal to view the decision. Students that are offered admission will be required to confirm their acceptance and pay a deposit online. If you do 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 email account remains current and that you check it regularly or arrange for someone to check it in your absence.

Successful applicants are required to confirm their acceptance to the program by paying a non-refundable deposit of \$200.00 by the stated deadline. The deposit will be applied directly to the applicant's tuition. Failure

to submit the deposit by the deadline given will result in the cancellation of the offer of admission.

## Section 5: Reconsideration & Appeals

Individuals who wish to have their applications re-considered should first meet with the Academic Advisor. If required, they can then submit their request to the Coordinator for Admissions. Past experience has shown that most inquiries can be resolved at this level without further reference. Persons wishing reconsideration of the decision shall direct their request to the Coordinator of within ten (10) days of the mailing of decision.

Should the student wish to pursue the reconsideration decision, 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](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 used during selection and NOT on subjective issues or the relative merits of the application.

## Section 6: Counselling of Applicants

The Faculty of Education and Admissions Office are able to assist applicants who seek counselling regarding admission to the Faculty of Education. 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 on the basis of an annual competition.

3. All applicants are advised to supplement any personal enquiries with a written request so that an official written response can be made. It is only these written responses which will be considered as evidence of any advice given (see Section 7: Contact Information).

## Section 7: Contact Information

<b>Faculty of Education:</b>	Student Services Office 203 Education Building <i>Telephone:</i> (204) 474-9004 <i>Web:</i> <a href="http://umanitoba.ca/education">umanitoba.ca/education</a> <i>FAX :</i> (204) 474-7551 <i>E-mail:</i> <a href="mailto:bachofed@umanitoba.ca">bachofed@umanitoba.ca</a>
<b>Desautels Faculty of Music:</b>	205 Music Building <i>Telephone:</i> (204) 474-6728 <i>Web:</i> <a href="http://umanitoba.ca/music">umanitoba.ca/music</a> <i>FAX :</i> (204) 474-7546 <i>E-mail:</i> <a href="mailto:musicadmissions@umanitoba.ca">musicadmissions@umanitoba.ca</a>
<b>Admissions Office:</b>	424 University Centre <i>Telephone:</i> (204) 474-8808 <i>Email:</i> <a href="mailto:admissions@umanitoba.ca">admissions@umanitoba.ca</a>
Admissions Officer:	<b>Brianne McKay</b> Senior Years & Music Integrated <i>Telephone:</i> (204) 474-8814 <i>Email:</i> <a href="mailto:Admissions.Education@umanitoba.ca">Admissions.Education@umanitoba.ca</a>

The following other contacts may also be useful.

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