



# UNIVERSITY OF MANITOBA

## Desautels Faculty of Music

### Post-Baccalaureate Diploma in Performance

### Applicant Information Bulletin 2016 – 2017

**Application Deadline: February 15, 2016**

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#### Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Desautels Faculty of Music 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:      Post-Baccalaureate Diploma in Performance

#### Section 2: Eligibility Requirements

##### A. Academic Requirements

Applicants to the Post-Baccalaureate Diploma in Performance program must meet the following requirements to be considered eligible for admission into the program:

1. Applicants must possess a Bachelor of Music degree or a Conservatory Diploma taken in residence.
2. Applicants must submit the completed application form and fee
3. Applicants must also pass an entrance audition. This audition would normally be held in person, but high quality DVD or video-taped auditions may be accepted where distance is a prohibitive factor. *YouTube and Audio only submissions are not acceptable.*

Audition requirements vary by area of application. Please refer to the following webpage for specific audition performance requirements by area:

<http://umanitoba.ca/faculties/music/prospective/PBD.html>

4. Students auditioning in person in the classical area (voice or instrumental) are required to provide their own accompanist.

Students auditioning in person for collaborative piano pay a \$25 fee. The \$25 fee will partially offset the cost of the faculty providing supporting collaborative artists at the audition. The \$25 fee is paid directly to the Faculty of Music General Office – Room T319, 136 Dafoe Road. Methods of payment are: cheque (payable to the University of Manitoba mailed or in person), cash, Visa or Mastercard (in person only). This fee must be paid before the audition.

Students auditioning in person in the jazz area (instrument or voice) pay a \$25 accompanist fee. The \$25 fee will partially offset the cost of a faculty provided rhythm section at the audition. The \$25 fee is paid directly to the Faculty of Music General Office – Room T319, 136 Dafoe Road. Methods of payment are: cheque (payable to the University of Manitoba mailed or in person), cash, Visa or Mastercard (in person only). This fee must be paid before the audition.

### **B. Obtaining a Second PBDP**

Applicants who hold the Post-Baccalaureate Diploma in Performance from the University of Manitoba (or equivalent Post-Baccalaureate one-year program from another institution) may apply for a second PBDP if studying a different applied instrument than that of their first PBDP in their Major Practical Study, Ensemble, and Recital courses, and if the remaining course credits taken do not duplicate those in the first PBDP.

### **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 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.***

Applicants must meet the minimum requirements for admission to the University of Manitoba, with one exception. International applicants with a TOEFL score of 500 (or its equivalent in other English proficiency tests) may be accepted under the following terms:

1. That they send a videotaped speech (in English) of 5-10 minutes explaining why they wish to attend the University of Manitoba Desautels Faculty of Music.
2. That they register for applied area courses only. When the TOEFL score of 550 has been obtained, they may register for writing based courses.

## **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 15, 2016</b>	Last date for receipt of application and application fee.
	Last day for receipt of recommendations or references
	Last date for receipt of cv
	Last date for receipt of essay
<b>March 19, 2016</b>	Post Baccalaureate Diploma in Music Performance Audition Dates
<b>July 6, 2016</b>	Last day for receipt of all required documentation (official secondary and post-secondary transcripts, proof of immigration, and English language proficiency)

## **C. Required Application Documentation**

The following documents will be required to complete your application:

- Two **letters of reference** are required; these may be submitted by the referee on line, through the application.
- A **CV** and **essay** outlining your music goals are requested, and these documents may be uploaded to your Music 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. Applicants who select to write their deferred exams after the document deadline date will be considered incomplete and subsequently refused from selection consideration.

- **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 documentation to the following address:

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

## **D. Transfer Credit Information**

At the University of Manitoba, all course work from a recognized prior post-secondary institution will be considered as part of the application for admission process for all undergraduate degree and diploma programs.

Courses are evaluated for advanced standing or transfer credit on a course-by-course basis and assigned a University of Manitoba equivalent, where applicable. Where a direct equivalent does not exist, students may receive general (unallocated) credit. The regulations regarding transfer credit are program specific and vary considerably depending on the faculty or school of application. Faculties and schools will only consider external courses completed within the last ten (or fewer) years.

Courses deemed acceptable for transfer credit will be awarded, subject to program approval, up to the maximum allowed under the program of admission, based on the Faculty or School's transfer credit policy and residency requirements (consult the section of the University's Academic Calendar at: [www.umanitoba.ca/calendar](http://www.umanitoba.ca/calendar) for details).

Students may be asked to provide comprehensive and accurate course outlines or syllabi, as issued by their institution of study, for all courses lacking a current evaluation. Course outlines or syllabi should include information on: course objectives, outline of the units studied, textbook(s) used, assignments, and

accompanying laboratory information, if applicable, to assist in the transfer credit assessment process.

For information on current course evaluations receiving credit, please visit:  
[www.umanitoba.ca/admissions/tc](http://www.umanitoba.ca/admissions/tc)

While we appreciate that some institutions do not have course information readily available, many students have been able to provide the information requested by contacting the individual departments or instructors at their prior institutions. Students who are unable to provide the requested course information may render themselves ineligible for programs with specific course requirements. In cases where outlines have not been provided, unsuccessful course attempts, including F grades, may be assessed as part of the academic assessment regulations of a student's program of study. Only successful applicants will be notified of transfer credit results.

Additional information related to transfer credit may be found at:  
<http://umanitoba.ca/student/admissions/application/deadlines/transfer-credit.html>

Transfer of credits into the PBDP program will be processed by the Faculty of Music Registrar. A maximum of 12 credit hours of courses may be transferred into the PBDP program, provided that they have not counted toward any previous degree. Students will not be permitted to transfer for credit any course completed more than five years prior to the start date of the diploma.

Transfer of credits from the PBDP program will be processed through the Faculty of Graduate Studies. Courses may not be counted for more than one degree, and may be transferred from the PBDP to the M.Mus. only if they have not been counted toward the PBDP or more than the minimum credit hours have been taken.

## **Section 4: Selection Process**

Admission may not be possible for all qualified applicants, as it is dependent on the number of spaces available, the major practical study area, and instructor availability.

### **A. Selection Criteria**

1. Performing ability as demonstrated in the audition
2. Sight-reading ability as demonstrated in the audition
3. Grades
4. Letters of Recommendation
5. Interview
6. Information supplied with application: e.g. personal essay, curriculum vitae.

The criteria above are considered by the jury panel auditioning the applicant. Normally this panel consists of three faculty members, including the major practical study area teacher. In rare cases, and where distance or availability is an issue, the major practical study teacher may recommend the student for acceptance to the Dean or his/her designate(s) who will review the application.

### **B. Special Consideration of Applicants**

Special consideration may be given to students according to:

1. the specific major practical study area represented
2. the needs of the Faculty in particular instrument areas
3. the availability of instructors in specific areas

### **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 who 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.

## Section 5: Reconsideration and Appeals

Individuals who wish to have their applications reconsidered should submit their request to the Admissions Office. 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 Admissions Office within ten (10) days of the mailing of the 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/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, and NOT on subjective issues or the relative merits of the application.

## Section 6: Counselling of Applicants

The Desautels Faculty of Music and Admissions Office are able to assist applicants who seek counselling regarding admission to the Desautels Faculty of Music. 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 7: Contact Information).

## Section 7: Contact Information

<b>Desautels Faculty of Music:</b>	General Office T319 Tache Arts Complex 136 Dafoe Road <i>Telephone:</i> (204) 474-9310 <i>Fax:</i> (204) 474-7546 <i>Web:</i> <a href="http://www.umanitoba.ca/faculties/music/">www.umanitoba.ca/faculties/music/</a> <i>E-mail:</i> <a href="mailto:music@umanitoba.ca">music@umanitoba.ca</a>
Admissions Coordinator:	<b>Shelley O'Leary</b> <i>Telephone:</i> (204) 474-6728 <i>Email:</i> <a href="mailto:Shelley.Oleary@umanitoba.ca">Shelley.Oleary@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>Lisa Brown</b> <i>Telephone:</i> (204) 474-8813 <i>Email:</i> <a href="mailto:admissions.music@umanitoba.ca">admissions.music@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 <i>Email:</i> <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 <i>Email:</i> <a href="mailto:student_advocacy@umanitoba.ca">student_advocacy@umanitoba.ca</a>

## Section 8: Other

The Desautels Faculty of Music offers a one-year Post-Baccalaureate Diploma in Performance for advanced students preparing for further study or professional activity. Students can design their own program of study and tailor it to their own areas of interest. They may take courses at the Faculty of Music as well as in other faculties and schools at the University of Manitoba. In addition, courses taken while a student in the PBDP program may be transferred in to the Master's program where the appropriate standards have been met and requirements satisfied. This

program consists of 30 credit hours distributed as follows:

Three required courses (total 15 hours) in the diploma program, all in the major performance area:

- MUSC 5400: Major Practical Study - individual lessons with the principal teacher (6 hours)
- MUSC 5180: Ensemble - voice or instrument-appropriate musical ensemble activity (3 hours)
- MUSC 5560: Recital - solo performance (6 hours)

The remaining 15 credit hours consist of electives selected from existing 3000 and 4000 level courses. A minimum of 18 credit hours must be taken in the Faculty of Music. Up to (3) credit hours may be earned through the cooperative arrangement with the Winnipeg Symphony Orchestra, Manitoba Opera, Royal Winnipeg Ballet, and other musical organizations in the city. Students may receive credit for time served in these organizations on the basis of a live audition and an agreed number of services.

Expected time to complete the program is one year; the maximum time allowed is three years. Extensions may be granted by the Dean for medical or compassionate reasons.

Regulations for the Post-Baccalaureate Diploma regarding academic standing, scholastic progress, attendance, required GPA, probation and suspension will follow those governing the Bachelor of Music program as outlined in the Desautels Faculty of Music Undergraduate Handbook.