



# UNIVERSITY OF MANITOBA

## School of Agriculture

### Agriculture Diploma

### Applicant Information Bulletin 2016 – 2017

**Application Deadline: May 1, 2016**

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### Section 2: Eligibility Requirements

#### A. Academic Requirements

Students may be eligible for admission to the School of Agriculture, Agriculture Diploma Program in one of the following ways, depending on their previous academic history:

##### **1. Regular Category**

The School of Agriculture requires an average of 60% over English 40S, Mathematics 40S or 45S, and a Science 40S. If the number of eligible candidates exceeds the available spaces, an average higher than the minimum may be required for admission. The equivalent level of studies from other Canadian provinces or other countries will be accepted.

##### **2. Special Consideration Category**

This category is for students whose academic records may not be competitive in the selection process. Such students may apply for special consideration only if they meet the criteria for special consideration as described below. Meeting the eligibility requirements of this category is not a guarantee of admission. Up to 10% of admission spaces are available to Special Consideration Candidates recommended by the Diploma Selection Committee.

### Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the School of Agriculture 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.

Applicants would be eligible for special consideration if they either:

- Have academic records that are not a true reflection of their academic and intellectual merit because of their exceptional life circumstances (exceptional circumstances include physical, social, educational, economic, medical, geographical, and other obstacles by the applicant), or
- Display skills and attributes in any or all personal, work, or community activities which indicate that they can make a significant contribution to Manitoba's agri-food industry and/or rural and northern Indigenous communities.

Students who apply for special consideration must submit electronic versions of the following documents to the School of Agriculture Selection Committee by email to [ag\\_school@umanitoba.ca](mailto:ag_school@umanitoba.ca):

- A typed personal statement (not to exceed 800 words) which includes the specific reasons why their application merits consideration within the Special Consideration category
- A typed personal resume
- Three letters of recommendation

Those candidates who are applying on the basis of exceptional circumstances must submit supporting documentation to verify their exceptional circumstances (e.g. if a student is applying on the basis of exceptional medical circumstances, the student must submit official supporting documentation from a qualified medical professional).

All candidates will be interviewed by the Selection Committee and may be administered an academic skills test. Criteria used when evaluating Special Consideration applicants include the applicant's maturity, scholastic ability, agricultural experience, motivation, leadership, and/or demonstrated initiative relevant to an agricultural career.

### **3. Special Students**

Special students are students wishing to take courses for personal or professional reasons but who are not currently wishing to pursue a diploma program. Applicants must meet the University's English language School of Agriculture 2016 – 2017

proficiency requirements. Usually some university background (one or more years) or a first degree is required. Permission from the Director of the School of Agriculture is required.

### **B. English Language Proficiency Requirements**

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

See below links to view English Proficiency Waiver information:

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

See below links to view specific English Proficiency Requirement information:

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

***Results for most language tests, including TOEFL, IELTS and CanTEST, expire two years from the test date. Please confirm the validity of your test results.***

## **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

Date	Deadlines and Important Dates
May 1, 2016	Last date for receipt of application and application fee.
June 1, 2016	Last date for receipt of final official transcripts for <b>all</b> postsecondary study and other documents that may be requested. If currently in studies proof of registration must be submitted by this date.

## C. Required Application Documentation

The following documents will be required to complete your application:

- **Final high school transcript and proof of high school graduation.**
- **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.

- If you have completed any courses through the **Advanced Placement (AP) or International Baccalaureate (IB) programs** that you will use to qualify for admission, scholarship, or transfer credit you are required to arrange for official results to be provided to the Admissions Office. If you wish to use any of these courses for transfer credit towards your University of Manitoba degree program, you are also asked to complete and submit the form *Request for University Credit for Advanced Placement or International Baccalaureate Results*.
- **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, B. English Language Proficiency Requirements)

Please send all application documentation to the following address:

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

## **Section 4: Selection Process**

### A. 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.

### B. 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.

## **Section 5: Reconsideration & 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 School of Agriculture and Admissions Office are able to assist applicants who seek counselling regarding admission to the School of Agriculture. 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>School of Agriculture:</b>	Room 160, 66 Dafoe Road <i>Telephone:</i> (204) 474-8269 <i>Web:</i> <a href="http://umanitoba.ca/faculties/afs/school">http://umanitoba.ca/faculties/afs/school</a> <i>Email:</i> <a href="mailto:AgAdvisor_Diploma@umanitoba.ca">AgAdvisor_Diploma@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>
<b>Admissions Officer:</b>	<b>Lisa Brown</b> <i>Telephone:</i> (204) 474-8813 <i>Email:</i> <a href="mailto:admissions.directentry@umanitoba.ca">admissions.directentry@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>