



UNIVERSITY OF MANITOBA

Faculty of Architecture

Environmental Design Program: Architecture Master Preparation Option

Applicant Information Bulletin 2016 – 2017

Application Deadline: January 15, 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 Architecture 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: Faculty of Architecture –
Environmental Design Program:
Architecture Master
Preparation (ED AMP) Option

Section 2: Eligibility Requirements

A. Academic Requirements

In order to be eligible for consideration, all applicants must have completed an undergraduate degree from a recognized university with a minimum Adjusted Grade Point Average (AGPA) of 3.0 (B), or equivalent in their last 60 credit hours of university-level study (see Section 4: Selection Process, A. Calculation of the Adjusted Grade Point Average (AGPA)).

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
January 15, 2016	Last date for receipt of application and application fee.
	Deadline for submission of all application material and supporting documents.
	Last date to submit proof of English proficiency (if required).
	Last date to submit Proof of Canadian Citizenship or Permanent Residence (if required)
June 1, 2016	Final official transcript of conferred degree.

C. Required Application Documentation

The following documents will be required to complete your application and should be forwarded to:

**Admissions for ED AMP
Enrolment Services, 424 University Centre
University of Manitoba, Winnipeg, MB R3T 2N2**

- **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. 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 English Language** (see Section 2: Eligibility Requirements, B. English Language Proficiency Requirements).

D. Required Admission Documentation

Applicants should forward the following required documentation to:

**Faculty of Architecture
Environmental Design: Architecture Master
Preparation Option Program
Admissions Selection Committee
Room 201 Russell Building
University of Manitoba
Winnipeg, Manitoba R3T 2N2**

In addition to providing the required application documentation each candidate is required to submit

the following supporting documents to the Faculty of Architecture for admissions consideration:

1. Portfolio
2. Statement of Intent
3. Two Confidential Reference Letters
4. Curriculum Vitae

1. Portfolio

The Portfolio should contain a comprehensive representation of the applicant's creative achievements and potential as well as design interests. Both visual and written work, are considered valuable. In the case of Environmental Design Architecture Master Preparation Option 1 Program (AMP 1) applicants: Since it is understood that many of you are coming from disciplines or backgrounds that do not generally utilize graphic forms of communication, the contents of the portfolio are to be focused towards illustrating in whatever way possible, your creative abilities and potential. In the case of Environmental Design Architecture Masters Preparation Option 2 Program (AMP 2) applicants: You should assemble a comprehensive portfolio including creative work from both your previous studies, as well as self-initiated work (see Section 8: Other for descriptions of Option 1 vs Option 2).

Portfolio Guidelines:

Portfolios are communication devices that reflect design interest, inclinations, creative abilities and potential across a wide spectrum of endeavours. The Admissions Selection Committee requires that the following guidelines and suggestions be used for producing a neat, clear and effective portfolio.

- Format: Minimum size 8.5" x 11" to maximum size: 11" x 17" bound vertical or horizontal format;
- Your name should be clearly visible on the spine of the binder;
- Quality plastic sheet protectors for each page of the portfolio are recommended;
- Supply a table of contents or consistent chapter identification with work presented in chronological

order (Please keep any graphic layout to a minimum as we are much more interested in seeing your work);

- A brief explanatory text (one short paragraph maximum) must accompany each image and/or project. Do not include any lengthy written descriptions – keep in mind that the Admissions Committee is reviewing many submissions so brief and succinct descriptions are greatly appreciated;
- Previous schoolwork as well as independent or self-initiated work may be included. In the case of schoolwork, include the project program issued, main objectives of project, instructors' names, dates and duration (or briefly describe this). Also include written evaluations and grades received where available;
- If group or office work is presented, clearly indicate your specific role in the work. Crediting is required for all work presented in the portfolio;
- DO NOT include CD's, videos, films, slides, etc. Print still images from animated material. Only images that have been printed will be accepted;
- Do not submit unclear or poorly reproduced photographs, reproductions or drawings. Photos should not be smaller than 3" x 5".

What to include:

The portfolio should document your design interests, inclinations and passions. These can range from passions that underlie hobbies to those that led you to pursue your previous field of academic study. The Committee is very interested in projects that you do on your own, as well as those done for school assignments. These projects can be photographed or copied with accompanying brief descriptions to form the Portfolio. The following outlines different forms that this material could take:

- *Written:* Poetry, articles, travel journals, research papers, music, etc.
- *Graphic:* Photography, sketches, drawings, paintings, and or technical drawings, etc. (Since we primarily communicate through drawings in Architecture it is really important to include as many different examples as possible).

- *Constructed:* Photographs, drawings and sketches of built projects: including ceramics, models, sculptures, hobbies, instruments, theatre sets, renovations to buildings, objects, cars, and/or photo-documentaries of experiences with building construction.

2. Statement of Intent

The Statement of Intent should be a description (750 words maximum; 12 pt minimum font size) that reflects on and contemplates your interest in the field of Architecture. This is **NOT** to be a biography. Do not repeat what the CV tells us. We are most concerned with what interests you and offer the following questions to assist you in this endeavour. Please be sincere and heartfelt in your responses.

- What experiences have you had that may have initiated your interest in studying Architecture?
- What do you believe Architecture can offer our culture as a whole?
- What do you expect to get out of an education in Architecture?
- What are your favourite three spaces and why?
- Relate the memory of a poignant spatial experience?
- What are your favourite three books and why (not limited to Architecture books)?

3. Two Confidential Reference Letter Forms

Two confidential reference letter forms are required. These letters should come from persons able to assess your professional and intellectual ability. Referees from family members or friends are not acceptable. Referees may include an additional sheet that further expands on the abilities addressed in the reference letter forms. Completed confidential reference letter forms and any additional pages included for reference should be in a sealed envelope with the referee's signature across the back.

4. A Curriculum Vitae

The Curriculum Vitae should include all relevant biographical facts, work and travel history, etc.

NOTES:

- Items 2 to 4 above are NOT to be bound in the Portfolio. They should be put in an envelope accompanying the Portfolio.
- Portfolios will not be returned by mail. If you chose to include original work and/or desire to have your portfolio back, you will need to pick it up from the Student Services Office before September 7th, 2016. After this date ALL portfolios will be disposed of.

E. 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 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

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 that 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>

Section 4: Selection Process

A. Calculation of the Adjusted Grade Point Average (AGPA)

The Adjusted Grade Point Average (AGPA) will be calculated on the applicant's most recently completed 60 credit hours of university-level study. If the last session has more credit hours available than required, we will use the highest level courses with the highest grades.

For repeated courses the highest grade received for the course will be used in the GPA calculation. Courses graded "Pass/Fail" or "Satisfactory" will be excluded from both the AGPA and from the most recently completed 60 credit hour count.

B. Selection

Enrolment into the Environmental Design Program: Architecture Master Preparation Option is competitive and limited. Students will be admitted on the basis of an annual selection process. Applicants satisfying the minimum entry requirements are eligible for consideration at the discretion of the Admissions Selection Committee. This Committee makes a balanced and holistic assessment of an applicant's capability to undertake architectural studies by evaluating their creative abilities and academic potential as evidenced in all supporting documents

submitted (see Section 3: Application Process & Deadlines, C. Required Application Documentation). The evaluation is based on the following items, in order of importance:

1. Portfolio
2. Statement of Intent
3. Transcripts
4. Two Confidential Reference Letters
5. Curriculum Vitae

Each year admission cycle is separate, and there is no carry over from one year to the next. Students who are accepted in this Academic Year and decline acceptance cannot defer acceptance. Students must reapply the following year.

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.

In order to accept an offer of admission a non-refundable deposit of \$200.00 will be required. (This deposit amount is subject to change.) The deposit will be applied to tuition fees at the time of registration.

Section 5: Reconsideration & Appeals

Individuals who wish to have their applications reconsidered should submit their request to the Chair of the Selection Committee. Past experience has shown that most inquiries can be satisfied at this level without further reference. Persons wishing reconsideration of the decision of the Selection Committee shall direct their request to the Chair within ten (10) days of the mailing of the Committee decision (see Section 7: Contact Information).

Section 7: Contact Information

Faculty of Architecture - Environmental Design:	Carrie Johnson , Student Advisor <i>Telephone:</i> (204) 474-9566 <i>Email:</i> carrie.johnson@umanitoba.ca
Admissions Office:	424 University Centre <i>Telephone:</i> (204) 474-8808 <i>Email:</i> admissions@umanitoba.ca
Admissions Officer:	Brianne McKay <i>Telephone:</i> (204) 474-8814 <i>Email:</i> admissions.environmentaldesign@umanitoba.ca

The following other contacts may also be useful.

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

Section 8: Other

The Environmental Design Architecture Master Preparation 1 Option Program is two years in length (66-69 credit hours) and upon completion of this program students will receive a **Bachelor of Environmental Design Degree**. Students who have a design background in an allied design field (i.e. Interior Design or Landscape Architecture, etc.) may be considered on a case-by-case basis, for placement into the second year of the program, however, they are ineligible to receive the Bachelor of Environmental Design Degree after only one year of study.

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

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 by the Committee of Selection, and NOT on subjective issues or the relative merits of the application.

Section 6: Counselling of Applicants

The Faculty of Architecture and Admissions Office are able to assist applicants who seek counselling regarding admission to the Faculty of Architecture. 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).