



UNIVERSITY OF MANITOBA

Faculty of Engineering

Applicants Fulfilling Engineers Geoscientists Manitoba Academic Assessment Program Requirements

Applicant Information Bulletin 2016 – 2017

Application Deadlines:

SUMMER APPLICANTS: April 1, 2016

FALL APPLICANTS: August 1, 2016

WINTER APPLICANTS: November 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 Engineering 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.

Program Offered: Courses for the purpose of fulfilling the requirements of Engineers Geoscientists Manitoba Academic Assessment Program

Section 2: Eligibility Requirements

A. Academic Requirements

Internationally-trained engineers or geoscientists who have received the results of an *Assessment of Academic Credentials* from Engineers Geoscientists Manitoba – the regulatory body for engineering in Manitoba, are eligible to complete the university courses required to meet the professional requirements of APEGM and can apply to take these courses as special students not seeking a degree.

An *Assessment of Academic Credentials* by Engineers Geoscientists Manitoba is the first requirement to determine your eligibility for the taking courses as a special student in the Faculty of Engineering.

To have an *Assessment of Academic Credentials* performed, contact Claudia Shymko, Assessment Officer

at Engineers Geoscientists Manitoba, at cshymko@apegm.mb.ca or view their website at www.apegm.mb.ca.

B. English Language Proficiency Requirements

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

Preferred English Language Proficiency Option for Engineers Geoscientists Manitoba students

On a Canadian Language Benchmark (CLB) Placement Test, your scores must be benchmark level eight (8) in all four language areas (8/8/8/8), or three benchmarks of eight (8) and no more than one benchmark of seven (7) in the four language areas (for example, 8/8/8/7 or some similar combination).

See the link below to view English Proficiency Waiver information:

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

See the link below 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 after the test date. Please confirm the validity of your test results.

Section 3: Application Process & Deadlines

Prior to completing the online application, applicants must contact the Faculty representative (Ms Jennifer Mitchell) to discuss the process (see Section 7: Contact Information).

A. Application Fees

Canadian/Permanent Residents: \$90.00
International applicants: not applicable*
**Admission is open to Canadian Citizens and Permanent Residents only*

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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

Admission Term	Application Deadline	Documentation Deadline
Summer 2016	April 1, 2016	April 15, 2016
Fall 2016	August 1, 2016	August 15, 2016
Winter 2017	November 1, 2016	November 15, 2016

C. Required Application Documentation

The following documents will be required to complete your application:

- **Letter of Permission from Engineers Geoscientists Manitoba** identifying the specific courses that the applicant needs to complete for their particular exam assignment. Note: this is not the same as the original exam assignment. This letter shows the exact exams chosen with the matching courses.
- **Immigration documents** are required if born outside of Canada.
- **Final transcripts** from any university or college attended other than University of Manitoba are required. Scanned and uploaded copies of transcripts are sufficient.
- **Proof of English Language Proficiency** (see Section 2: Eligibility Requirements, B. English Language Proficiency Requirements).
- **Approval from the Faculty of Engineering** - contact Jennifer Mitchell (see Section 7: Contact Information).

Please send all application documentation to the following address:

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

NOTE: Acceptance into the Faculty as an Engineers Geoscientists Manitoba student does NOT guarantee that you will be able to take the approved courses when you want to. Registration into a course is dependent upon seat availability, as priority for registration is given to regular full time undergraduate students.

Section 4: Selection Process

A. Notification of Decision

Once admission decisions have been made, all applicants will receive an email notifying them to log into their application portal to view their individual decision. Students who are offered admission will be required to confirm their acceptance online. If you do not accept the offer 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.

Please NOTE: the application portal at the university is NOT the same as the Engineers Geoscientists Manitoba online profile.

Engineers Geoscientists Manitoba and the University of Manitoba are separate and distinct institutions. One institution cannot change, modify or dictate the policies or decisions of the other.

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

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 Faculty of Engineering and Admissions Office are able to assist applicants who seek counselling regarding admission to the Engineers Geoscientists Manitoba Academic Assessment Process. 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 of Manitoba can guarantee the admission of any applicant. Admission is determined by the University of Manitoba 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. Only written responses will be considered as evidence of any advice given (see Section 7: Contact Information).

Section 7: Contact Information

Engineers Geoscientists Manitoba Liaison	Ms. Jennifer Mitchell Engineers Geoscientists Manitoba Student Advisor E3-570 EITC Building <i>Telephone:</i> (204) 474-7831 <i>Email:</i> jennifer.mitchell@umanitoba.ca
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Admissions Office	424 University Centre <i>Telephone:</i> (204) 474-8808 <i>Fax:</i> (204) 474-7554 <i>Web:</i> www.umanitoba.ca/applynow/ <i>Email:</i> admissions@umanitoba.ca
Admissions Officer	Gareth O'Brien <i>Telephone:</i> (204) 474-7890 <i>Email:</i> admissions.engineering@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