



# UNIVERSITY OF MANITOBA

## Fine Arts (School of Art)

### Fine Arts Degree and Diploma Programs (Advanced Entry)

#### Applicant Information Bulletin 2016 – 2017

**Application Deadline: March 1, 2016**

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#### Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the School of Art 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 Fine Arts (General) Studio (*B.F.A.*)
- Bachelor of Fine Arts (Honours) Studio (*B.F.A. (Hons.)*) by transfer after admission only (see Section 8: Other)
- Diploma in Art

#### Section 2: Eligibility Requirements

##### A. Academic Requirements

Students may be eligible for admission to the School of Art Fine Arts Degree and Diploma programs in one of the following ways, depending on their previous academic history:

##### **1. Direct Entry from High School**

The direct entry option is for applicants who have graduated from high school and have not attended any post-secondary institutions. Click here for further information on the admission requirements for direct entry option to the School of Art:

[http://www.umanitoba.ca/student/admissions/media/direct\\_entry\\_bulletin.pdf](http://www.umanitoba.ca/student/admissions/media/direct_entry_bulletin.pdf)

## 2. Transfer Students

Applicants with one year or more of college or university studies. Applicants must be in good academic standing at their institution and must meet the University's English language proficiency requirements. Degree applicants must present a **minimum 2.0 grade point average**.

A portfolio with a supporting written statement is required of every applicant, with this material to be submitted between February 22 - 29 to the School of Art. For detailed information see the following link:

[http://www.umanitoba.ca/schools/art/undergrad/portfolio\\_requirements.html](http://www.umanitoba.ca/schools/art/undergrad/portfolio_requirements.html)

## 3. Special Students

The Special Students are students who wish to take courses for personal or professional reasons but who are not currently wishing to pursue a degree program. Applicants must meet the University's English language proficiency requirements. Permission from the School of Art is required.

A portfolio with a supporting written statement is required of every applicant, with this material to be submitted between February 22 - 29 to the School of Art.

For detailed information see the following link:

[http://www.umanitoba.ca/schools/art/undergrad/portfolio\\_requirements.html](http://www.umanitoba.ca/schools/art/undergrad/portfolio_requirements.html)

## 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
<b>February 22 - 29, 2016</b>	First deadline to submit portfolio to the School of Art for review.
<b>March 1, 2016</b>	Last date for receipt of application and application fee.
<b>June 1, 2016</b>	Last date to submit proof of English proficiency (if required).
	Last date for receipt of final official transcripts for <b>all</b> postsecondary study and other academic 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:

- **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.

- All applicants must submit a **portfolio of their work directly** to the School of Art in late February. To review the portfolio requirements, see the School website at:  
[http://umanitoba.ca/schools/art/undergrad/portfolio\\_requirements.html](http://umanitoba.ca/schools/art/undergrad/portfolio_requirements.html)
- Applicants should provide a **final high school transcript**, if they have not already done so, for prerequisite purposes for course registration.
- **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 age** for Mature Status students (Birth certificate, driver's license or other proof of age).
- **Proof of proficiency in the use of the English language** (see Section 2: Eligibility Requirements, B. English Language Proficiency Requirements).

Please send all documentation (except the portfolio) to the following address:

**Admission for Fine Arts  
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. Many 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 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. 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 out 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 School of Art and Admissions Office are able to assist applicants who seek counselling regarding admission to the School of Art. 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 Art:</b>	180 Dafoe Road, 313 ARTlab <i>Telephone:</i> (204) 474-9367 <i>Web:</i> <a href="http://umanitoba.ca/schools/art/">http://umanitoba.ca/schools/art/</a> <i>Email:</i> <a href="mailto:SoA.student.advisor@umanitoba.ca">SoA.student.advisor@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.fineart@umanitoba.ca">admissions.fineart@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 School of Art offers professional education in the visual arts. Students who seek a comprehensive background in fine arts and specialized knowledge in a specific area can pursue a Bachelor of Fine Arts degree in studio art. The Diploma in Fine Arts allows students seeking intensive studio work to focus on technical skills, in preparation for careers as practicing artists.

### Honours Program

To transfer to the Bachelor of Fine Arts Honours program, a student must successfully complete 63 credit hours of study in the General Program, with a degree GPA of 2.5. Contact the School of Art Student Advisor to arrange for a transfer once the 63 credit hours have been achieved. The requirements for the BFA Honours Degree may be found at:

<http://umanitoba.ca/schools/art/undergrad/worksheets.html>