



# UNIVERSITY OF MANITOBA

## Faculty of Engineering

### Internationally-Educated Engineers Qualification (IEEQ) Program

#### Applicant Information Bulletin 2016 – 2017

**Application Deadline: April 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.

Programs Offered: Internationally-Educated Engineers Qualification (IEEQ) Program

#### Section 2: Eligibility Requirements

##### A. Academic Requirements

The IEEQ Program is an alternative for individuals who have completed an *Assessment of Academic Credentials* from Engineers Geoscientists Manitoba - the regulatory body for engineering in Manitoba. An *Assessment of Academic Credentials* by Engineers Geoscientists Manitoba is the first requirement to determine your eligibility for the IEEQ Program. To have an *Assessment of Academic Credentials* performed, contact Claudia Shymko, Assessment Officer at Engineers Geoscientists Manitoba, at [cshymko@apegm.mb.ca](mailto:cshymko@apegm.mb.ca) or view their website at [www.apegm.mb.ca](http://www.apegm.mb.ca).

To be eligible for the IEEQ Program, you must have been assigned five (5) or fewer Confirmatory Exams by Engineers Geoscientists Manitoba as a result of your *Assessment of Academic Credentials*. Please note that the exam 11-CS-1 *Engineering Economics* does not count toward the total of five (5) Confirmatory Exams assigned. That means, you can be assigned five (5) Confirmatory Exams plus 11-CS-1 *Engineering Economics* and you will still be eligible for the IEEQ Program.

##### 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 IEEQ 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 from the test date. Please confirm the validity of your test results.**

**Section 3: Application Process & Deadlines**

**A. Application Fee**

Canadian/Permanent Residents: \$90.00  
 International Applicants: Not applicable\*  
 \*Admission to this program is open to Canadian Citizens and Permanent Residents only

**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
April 1, 2016	<b>Due date for applications</b> (completed application form, application fee and all supporting documents). If you submitted an application in previous years and were not accepted at that time, you must submit a new application form to be considered for the program for September 2016.
May 1-7, 2016	<b>Notification of all applicants</b> of the outcome of your application (accepted, wait-listed, or not accepted). Notification will occur by email.

**C. Required Application Documentation**

- **Assessment of Academic Credentials from Engineers Geoscientists Manitoba**
- **Proof of proficiency in the use of the English language** (see Section 2: Eligibility Requirements, B. English Language Proficiency Requirements).
- **Final transcripts** from any university or college attended other than University of Manitoba are required. Transcripts become the property of University of Manitoba and will not be returned.
- **Immigration documents** are required if born outside of Canada.
- **Resume or Curriculum Vitae**

**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.

policies and procedures, and NOT on subjective issues or the relative merits of the application.

## Section 6: Counselling of Applicants

### B. 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.

All applicants that are granted an offer will be required to accept their offer of admission within the application system. Acceptance must be received within two weeks of the decision being released or the offer will lapse and no longer be valid.

If you are accepted into the IEEQ program for September 2016, the Faculty of Engineering will work with you during the summer of 2016 to set up an appropriate selection of courses and refer you to potential sources of financial assistance, if required.

## 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 Faculty of Engineering 2016 – 2017

The Faculty of Engineering, IEEQ Program Office and Admissions Office are able to assist applicants who seek counselling regarding admission to the IEEQ Program. 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 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

IEEQ Program:	IEEQ Program Assistant E3-573 EITC Building <i>Telephone:</i> (204) 474-8961 <i>Fax:</i> (204) 474-7312 <i>Email:</i> <a href="mailto:ieeq@umanitoba.ca">ieeq@umanitoba.ca</a> <i>Web:</i> <a href="http://umanitoba.ca/engineering/ieeq">umanitoba.ca/engineering/ieeq</a>
Admissions Office:	424 University Centre <i>Telephone:</i> (204) 474-8808 <i>Email:</i> <a href="mailto:admissions@umanitoba.ca">admissions@umanitoba.ca</a>
Admissions Officer:	Gareth O'Brien <i>Telephone:</i> (204) 474-7890 <i>Email:</i> <a href="mailto:admissions.engineering@umanitoba.ca">admissions.engineering@umanitoba.ca</a>