



# UNIVERSITY OF MANITOBA

## Desautels Faculty of Music

### 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 Desautels Faculty of Music 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 Music (B.Mus.) in  
                                    Composition, General, History,  
                                    and Performance

                                    Bachelor of Jazz Studies  
                                    (B.Jazz.)

### Section 2: Eligibility Requirements

The Desautels Faculty of Music offers two admission entry options for applicants.

**Direct Entry Option:** applicants in this category can apply directly from high school, or have completed fewer than 24 credit hours at a recognized university or college, and will have met the General Entrance and Specific Admission Requirements as listed in the [Direct Entry Application Information Bulletin](#).

Additionally, Direct Entry Applicants must meet the same non-academic requirements as Advanced Entry (see Section 2: Eligibility Requirements, B. Non-Academic Requirements)

**Advanced Entry Option:** applicants in this category include students from other faculties at the University of Manitoba or transfer students from other accredited post-secondary institutions.

## **A. Academic Requirements**

**All Advanced Entry applicants must meet the following academic requirements:**

Applicants in this category will have fulfilled all Eligibility Requirements as described below. Students must:

1. Complete a minimum of 24 credit hours from a recognized university or college.
2. Achieve a Cumulative Grade Point Average (CGPA) of 2.0 or higher. (see Section 4: Selection Process, A. Calculation of the Cumulative Grade Point Average (CGPA))

## **B. Non-Academic Requirements**

**All applicants (Direct Entry and Advanced Entry) must meet the following non-academic requirements in addition to their applicable academic requirements.**

### ***1. Letters of Recommendation***

Applicants require two letters of recommendation. These are usually completed by the applicant's high school music teacher and/or private music instructor.

### ***2. Audition***

- May be up to 30 minutes in length
  - This allows for 10 to 12 minutes of prepared music
  - If the music chosen exceeds this length, only portions of the audition repertoire may be heard.
- Students auditioning in person in the classical area (voice or instrumental) are required to provide their own accompanist
- Students auditioning in person in the jazz area (instrument or voice) pay a \$25 accompanist fee. The \$25 fee will partially offset the cost of a faculty provided rhythm section at the audition. The \$25 fee is paid directly to the Faculty of Music General Office – Room T319, 136 Dafoe Road. Methods of payment are: cheque (payable to the

University of Manitoba mailed or in person), cash, Visa or Mastercard (in person only). This fee must be paid before the audition.

- In addition to the prepared pieces, applicants will be asked to sight-read and/or sing.
- Aural and technical skills may be assessed.
- The audition will include a short interview.
- Students auditioning in classical instrument or voice should have achieved a minimum performance level comparable to Royal Conservatory of Music/Conservatory Canada: Grade 6 for Organ; Grade 7 for Voice and Wind Instruments; Grade 8 for Piano and Stringed Instruments.

### **Bachelor of Music (B.Mus.)**

- **Piano:** prepare three pieces in contrasting styles, 10-12 minutes of music.
- **Voice:** prepare three pieces in contrasting styles in at least two different languages, including one in English.
- **Composition:** submit a portfolio of scores and recordings in advance, directly to the Music Office. As well, applicants will prepare an audition on instrument or voice.
- **Woodwind, Brass or Percussion:** Please refer to [http://umanitoba.ca/faculties/music/media/Wind\\_Br\\_Perc\\_Aud\\_Req\\_Sep12.pdf](http://umanitoba.ca/faculties/music/media/Wind_Br_Perc_Aud_Req_Sep12.pdf) for audition requirements
- **Strings:** Please refer to [http://umanitoba.ca/faculties/music/media/Strings\\_Aud\\_Req\\_Aug12.pdf](http://umanitoba.ca/faculties/music/media/Strings_Aud_Req_Aug12.pdf) for audition requirements

### **Bachelor of Jazz Studies (B.Jazz)**

- Please refer to [http://umanitoba.ca/faculties/music/media/Jazz\\_UG\\_Auditions\\_Rev\\_Aug14.pdf](http://umanitoba.ca/faculties/music/media/Jazz_UG_Auditions_Rev_Aug14.pdf) for audition requirements

### Out of Province Applicants

Although an in person audition is highly recommended, students may audition with a **high quality DVD**. Please ensure your DVD is sent directly to the Desautels Faculty of Music. **NOTE:** Youtube or audio only submissions are not accepted.

Please include the name and complete contact information for a teacher who is willing to proctor your written theory test if you are unable to audition in person.

### Audition Dates and Times

Auditions will take place any time between 8:30 am and 9:00 pm. The audition dates for September 2016 admission are February 12, 13 and 14, 2016 for Bachelor of Jazz Studies and February 15, 16, 17, 18 and 19, 2016 for the Bachelor of Music (additional dates may be added if application pool is large enough that they are needed). Please ensure that you are available throughout the entire audition period. If you are unable to audition during our advertised dates, please include a note with your application.

### **3. Written Theory Test**

Assesses competency in music rudiments and is usually written on the day of the in-person audition. A grade of 70% or higher is required for admission to the Desautels Faculty of Music. Royal Conservatory Advanced Rudiments or equivalent is generally adequate preparation. A sample theory test is available at:

[www.umanitoba.ca/faculties/music/prospective/Undergraduate.html](http://www.umanitoba.ca/faculties/music/prospective/Undergraduate.html)

### **4. Personal Essay**

Applicants are required to submit a personal essay of 250-300 words which outlines their musical aspirations and plan to achieve them.

### **C. 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 Fee**

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
Jan 15, 2016	Last date for receipt of application and application fee.
	Last day for receipt of recommendations or references
Feb 12 - 14, 2016	Bachelor of Jazz Studies Audition Dates
Feb 15 - 19,	Bachelor of Music Audition Dates

<b>2016</b>	
<b>July 6, 2016</b>	Last day for receipt of all required documentation (official secondary and post-secondary transcripts, proof of immigration, and English language proficiency)

### 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 after.
- **Final official transcripts** from any university or college attended other than University of Manitoba are required (including exchange, transfer and letter of permission). 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.

- **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, C. English Language Proficiency Requirements)

Please send all documentation to the following address:

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

Applications are not complete until all necessary documents are received. It is the applicant's responsibility to ensure that the Admissions Office receives all required information by the applicable deadline.

### 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. 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 who 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 Cumulative Grade Point Average (CGPA)**

The Cumulative Grade Point Average will be calculated using all post-secondary course work including original grades of repeated courses.

### **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 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.

## 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 release of the decision.

Should the student wish to pursue the reconsideration decision 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 by the Committee of Selection, and NOT on subjective issues or the relative merits of the application.

## Section 6: Counselling of Applicants

The Desautels Faculty of Music and Admissions Office are able to assist applicants who seek counselling regarding admission to the Desautels Faculty of Music. 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>Desautels Faculty of Music:</b>	General Office T319 Tache Arts Complex 136 Dafoe Road <i>Telephone:</i> (204) 474-9310 <i>Fax:</i> (204) 474-7546 <i>Web:</i> <a href="http://www.umanitoba.ca/faculties/music/">www.umanitoba.ca/faculties/music/</a> <i>E-mail:</i> <a href="mailto:music@umanitoba.ca">music@umanitoba.ca</a>
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Admissions Coordinator:	<b>Shelley O'Leary</b> <i>Telephone:</i> (204) 474-6728 <i>Email:</i> <a href="mailto:Shelley.Oleary@umanitoba.ca">Shelley.Oleary@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.music@umanitoba.ca">admissions.music@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>