



UNIVERSITY OF MANITOBA

Faculty of Education

Post Baccalaureate Diploma in Education

Applicant Information Bulletin 2016 – 2017

Application Deadlines:

April 1	for classes beginning Summer (May)
June 1	for classes beginning Summer (July)
August 1	for classes beginning Fall (September)
December 1	for classes beginning Winter (January)

International Applicants should apply at least five (5) months in advance of the above deadlines.

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Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Faculty of Education 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: Post-Baccalaureate Diploma in Education (PBDE)

Section 2: Eligibility Requirements

A. Academic Requirements

To be eligible for consideration, applicants must meet the following eligibility requirements:

1. For Certified Teachers

Successful completion of a Bachelor’s degree and one of the following types of certificates granted by Manitoba Education and Advanced Learning or equivalent from other provinces (including any after degree teacher certification program): Permanent Professional Certificate, Provisional Professional Certificate, or Clinicians’ Certificate, with a grade point average of 2.0 (C).

2. For Non-Certified Teacher Applicants

Successful completion of Bachelor's degree from a recognized institution, with a minimum grade point average of 2.0 (C) in the degree and two years of full-time or accumulated appropriate teaching/work experience.

NOTE: The PBDE is a flexible thirty credit hour program designed for teachers and other professionals following the completion of an undergraduate degree. In addition to those on campus, a few courses are offered through Distance Education.

The PBDE is not a teacher training program. Manitoba Education and Advanced Learning grants the Manitoba teaching certificates based on a recognized teacher education program. Individuals wishing to apply for certification should contact the Professional Certification Unit, Manitoba Education and Advanced Learning (<http://www.edu.gov.mb.ca/k12/profcert>).

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
April 1 June 1 August 1 December 1	Deadline to submit application and application fee. Applicants will not be allowed to make changes to their application after the application deadline.
Due on application deadline date	Deadline to submit proof of English Language Proficiency (if required).
	Deadline to submit Manitoba teacher's certificate for Certified teachers.
	Deadline to submit the supporting documents for Non-Manitoba certified teachers and Non-certified teachers.
Due two weeks after application deadline date	Deadline to submit final official transcripts (other than the U of M) and any other documents requested by the Admissions Office.

It is the applicant's responsibility to ensure that all documentation is received on time. Space in the program may be limited. Applicants cannot be admitted until all documentation is received.

B. Required Application Documents

The following documents will be required to complete your application.

- **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.

- **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, B. English Language Proficiency Requirements).
- **Certified teacher** applicants must also include their Manitoba teacher's certificate number on the application form and upload a copy of their Manitoba teacher's certificate.
- **Non-Manitoba certified teacher and Non-certified teacher** applicants must submit the following with their on line application:
 - a statement indicating intent for applying to the PBDE program and
 - a resume showing evidence of two years of full-time accumulated appropriate teaching or work experience.

C. 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
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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>

Courses transferred to the PBDE must be applicable to the program. In addition, courses completed more than six years prior to the time of admission will not be permitted. Only courses with a minimum grade of 'C' or better will be considered for transfer.

A maximum of 12 credit hours may be transferred from an institution other than the University of Manitoba. There is no maximum limit for courses completed at the University of Manitoba.

If the course(s) is not identified on the transcript as being in excess of the degree requirements, the applicant must include a letter from the institution verifying and identifying excess courses.

Applicants who are eligible to receive transfer of credit should make their request in writing by completing the Faculty of Education Request for Transfer of Credit Form for Post Baccalaureate Diploma in Education, within ten working days of receipt of the Certificate of Acceptance. The request should include course number and title, as well as a course outline for courses completed at institutions other than the University of Manitoba.

Section 4: Selection Process

A. 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 the Admissions 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.

Acceptance to the PBDE is valid only for the term for which it is issued. If you do not register for courses in this term and subsequently wish to register for courses in a later term, you must reapply and be readmitted.

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).

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

Faculty of Education:	Student Services 203 Education Building Telephone: (204) 474-7886 Web: www.umanitoba.ca/education FAX : (204) 474-7551 Email: pbde@umanitoba.ca
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Admissions Office:	424 University Centre, <i>Telephone:</i> (204) 474-8808 <i>Email:</i> admissions@umanitoba.ca
Admissions Officer:	A – L Brianne McKay <i>Telephone:</i> (204) 474-8814 M - Z Sandra Jezik <i>Telephone:</i> (204) 474-8811 <i>Email:</i> admissions.education@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