



UNIVERSITY OF MANITOBA

Faculty of Health Sciences

College of Rehabilitation Sciences: Respiratory Therapy

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 Department of Respiratory Therapy 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 Respiratory
Therapy – BRT

*For information regarding the Degree Completion program, please see the following link:
<http://www.umanitoba.ca/student/admissions/application/programs/3938.html>

Section 2: Eligibility Requirements

A. Academic Requirements

All applicants must meet the following basic requirements:

Only those applicants who have completed all the requirements by the end of the April examination period in the year of application will be considered in the final selection process.

1. Category 1 Applicants

Applicants having completed at least 24 credit hours within two consecutive terms (September through April), and a minimum grade of 'B' in each of the required courses, and an Adjusted Grade Point Average (AGPA) of 3.00 (B) or better, will be considered.

2. Category 2 Applicants

Applicants having completed fewer than 24 credit hours in any two consecutive terms (September through April), but who have completed at least 24 credit hours in total, and a minimum grade of 'B+' in each of the required courses, and an Adjusted Grade Point Average (AGPA) of 3.50 (B+) or better, will be considered.

3. Special Consideration Category

In order to be eligible for Special Consideration applicants must:

- meet all of the eligibility requirements of Category 1 or Category 2 and,
- be enrolled in the University of Manitoba Health Careers Access Program (HCAP). Please refer to the University of Manitoba current Undergraduate Calendar at www.umanitoba.ca/calendar for more information.

OR

Be of self-declared Canadian Aboriginal descent. For the purpose of identification, a Canadian Aboriginal person is a descendant of First Nations, Métis, or Inuit heritage. First Nation includes Status, Treaty, or Registered individuals, as well as Non-Status, and Non-Registered individuals. This category is open to all applicants declaring Aboriginal heritage, regardless of provincial or territorial residency. Manitoba residents will be given first priority.

B. Required Courses

All categories of applicants must successfully complete the following courses (or their equivalents as determined by the University of Manitoba):

REQUIRED COURSES			
CORE COURSES			
	UNIVERSITY OF MANITOBA	UNIVERSITY OF WINNIPEG	BRANDON UNIVERSITY
Introductory Biology	BIOL 1020 and BIOL 1030 or BIOL 1000 and BIOL 1010	1115-3 and 1116-3	15.162 and 15.163
Introduction to Psychology OR Introduction to Sociology	PSYC 1200 OR SOC 1200	1000-6 OR 1101-6	82.160 and 82.161 OR 90.154 and 90.155
Basic Statistical Analysis I	STAT 1000	1501-3 or 1201-6	62.171
NON-CORE COURSES			
Written English Requirement	3 credit hour course which meets the University requirement for written English		

For external course equivalents visit:

https://aurora.umanitoba.ca/banprod/ksstransequiv.p_trans_eq_main

NOTES:

- The required Written English course is not a "core" course and as such, is not included in the calculation of the "average of the core courses". A minimum grade of D must have been attained to meet this requirement.
- The Written English requirement is waived for an applicant that has obtained an undergraduate degree from a university recognized by the University of Manitoba.

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 Fees

Canadian/Permanent Residents: \$90.00
 International applicants: \$120.00*
 *see Section 4: Selection Process, E. Citizenship and Residency

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	Last date for receipt of application, application fee.
April 15, 2015	Last date for receipt of official transcripts for all postsecondary study. If currently in studies, proof of registration must be submitted by

	this date.
	All course outlines must be submitted by this date.
	Last date to submit proof of English proficiency (if required).
	Last date to submit proof of Aboriginal status (if required).
June 1, 2016	Last date for receipt of final official transcripts for all postsecondary study and other academic documents that may be requested.
Mid June, 2016	Applicants will be contacted via email regarding the selection for admission decisions.

C. Required Application Documentation

The following documents will be required to complete your application:

- **Interim official transcripts** showing current registration are to be submitted when applying or shortly thereafter. Student copies or photocopies are not acceptable.
- **Final official 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.

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.

- **Course Outlines** for coursework completed at accredited post-secondary institutions including universities and colleges are required. It may take several weeks to evaluate a transcript from another accredited post-secondary institution for possible credit transfer and admission eligibility. The Admissions Office must be able to evaluate previous coursework before the final admission selection process can be completed (see Section 4: Selection Process).
- **Immigration documents** are required if born outside of Canada.

- Aboriginal applicants are required to submit documentation (**status card, Manitoba Métis Federation membership card or equivalent**), or a letter of verification from their community at the time of application.
- **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 application documentation to the following address:

Admission for Respiratory Therapy
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 our office receives all required information.

D. Required Admission Documentation

All successful applicants to the Department of Respiratory Therapy are required to submit the following:

1. Health Standards

As the physical demands of the profession require a high level of health, applicants who are offered admission must submit the **College of Rehabilitation Sciences medical forms** completed by a licensed physician. The medical forms will be sent to successful applicants directly by the Department of Respiratory Therapy after confirmation of acceptance by the Admissions Office.

2. Adult Criminal Record and Child Abuse Registry Check

The Department of Respiratory Therapy requires all applicants who are offered admission into the program to submit a satisfactory formal criminal record check and child abuse registry check by the first day of class. These records must have been issued

within the sixty (60) days previous to that date in order to remain valid throughout the first year of the program. Annual renewal of these documents is required.

3. CPR Certification

All applicants **who are offered admission** must hold Basic Life Support (BLS) for Healthcare Providers. Evidence of current certification will be required of all successful applicants by the first day of class. These records must have been issued within the sixty (60) days previous to that date in order to remain valid throughout the first year of the program. Annual renewal of this certification is required.

E. 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 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>

Section 4: Selection Process

A. Calculation of the Adjusted Grade Point Average (AGPA)

Category 1 Applicants

All Category 1 applicants shall initially be ranked in accordance with their Adjusted Grade Point Average calculated by one of the following appropriate formulae:

Applicants with one "year" of university studies:

(2 x the average of CORE courses)
PLUS
(3 x the average of the year)
DIVIDED BY 5

Applicants with two "years" of university studies:

(2 x the average of CORE courses)
PLUS
(3 x the average of the best year)
PLUS
(1 x the average of the other year)
DIVIDED BY 6

Applicants with three or more "years" of university studies:

(2 x the average of core courses)
PLUS
(3 x the average of the best year)
PLUS
(0 x the average of the lowest year)
PLUS
(1 x the average of each other year)
DIVIDED BY 6 (or 7 or 8, etc., as appropriate)

NOTES:

- For the purposes of the category 1 applicants' AGPA, a "year" is defined as two consecutive terms (normally September through April) comprised of a minimum of twenty four (24) credit hours or equivalent. Only those courses completed during an eligible two consecutive terms are included in the calculation formula, except to meet "core course" requirements.
- For Category 1, in cases where applicants have completed more than twenty four (24) credit hours within two consecutive terms, the AGPA calculation will include the best twenty four (24) credit hours for any academic year included in the applicable formula for each applicant.
- Should an applicant have completed both Introduction to Psychology and Introduction to Sociology or their equivalents (see Section 2: Eligibility Requirements, B. Required Courses) the course with the higher grade will be considered the core course for calculation of the AGPA.
- Should an applicant repeat a core course, the higher grade will be used ONLY in calculating the average of the core courses, in the combinations stated in the above table.
- Combination 3 credit hour courses used in lieu of 6 credit hour courses (see Section 2: Eligibility Requirements, B. Required Courses) will be averaged to obtain a representative Grade. A minimum grade of 'B' for applicants applying in Category 1, and a minimum grade of 'B+' for applicants applying in Category 2 is required in each half course.
- Courses graded "Satisfactory", "Pass/Fail", or International Baccalaureate (IB) and Advanced

Placement (AP) courses prior to Sept 2005 that have been awarded as transfers, cannot be used to fulfill eligibility requirements, and will be excluded from both the AGPA and the credit hour count.

Category 2 Applicants

All Category 2 applicants will be ranked in accordance with their adjusted grade point average calculated as follows:

Adjusted Grade Point Average (AGPA)

(2 x the average of the core courses PLUS 3 times the cumulative grade point average divided by 5).

NOTE: For Category 2 applicants, the cumulative grade point average used in the AGPA calculation will be based on all courses completed at the university level (inclusive of required and repeated courses).

B. Interview

The AGPA will be used to select those applicants who will be offered an interview. The academic calibre of the annual applicant pool will determine the AGPA cut off and thus the number of applicants who will be invited for an interview.

Interviews will be conducted June 6-10, 2016. Each applicant will participate in a series of one on one interviews over a one hour period. The interview team will consist of a clinician, student and one or more faculty members. Based on applicants' verbal and written responses to a standard set of questions, interview team members will assess the applicant in each of the following areas:

- motivation
- self-evaluation
- adaptability
- communication skills
- ability to relate to others
- maturity
- ethics

A standardized grading scale will be used by the panel for determination of the interview score. Applicants must achieve a minimum of 65% of the total possible interview score to be considered. Interview scores will be forwarded to the Admissions office for compilation and consideration by the Selection Committee.

C. Overall score

The interview shall constitute one third (1/3) of the final score and will combine with the AGPA to yield an Overall Score.

D. Priorities of Applicants

The Selection Committee reserves the right to select from all categories of applicants.

The Selection Committee will consider the applicants in the following order:

1. Special Consideration Category

(First those who also meet the Category 1 eligibility requirements and then those who meet the Category 2 eligibility requirements)

NOTE: Individuals who meet the Special Consideration Category requirements will be given priority for up to three (3) of the seats available in the year of application. The Committee reserves the right to transfer an applicant into the regular academic pool should this prove advantageous to the applicant.

2. Category 1 Applicants

3. Category 2 Applicants

The Selection Committee shall consider applicants from each category of admission based on their overall score and rank.

E. Citizenship and Residency

The Selection Committee shall consider Academic Category applicants in each of the following priority groups. The Selection Committee is not obligated to admit any candidate from a priority group lower than First Priority in any given year.

1. First Priority

The Admissions Committee gives priority to Manitoba applicants. The University of Manitoba defines Manitoba applicants as those who:

- a. have graduated from a Manitoba high school; or
- b. have a recognized degree from a university in Manitoba; or
- c. have completed a minimum of two consecutive years of full-time academic studies in a recognized program at a university in Manitoba, while physically residing in Manitoba; or
- d. have been a resident in the Province of Manitoba for a minimum of two (2) years at the time of application; the two year residence period will not be considered broken where the Admissions Committee is satisfied that the applicant was temporarily out of the province on vacation, in short-term volunteer work or employment, or as a full time student.

2. Second Priority

Canadian Citizens or Permanent Residents from the rest of Canada.

3. Third Priority

USA residents and overseas applicants who are financially sponsored by their own governments or an international agency; e.g. W.H.O., C.I.D.A.

In special circumstances, applicants with outstanding academic achievement may be given consideration notwithstanding the above priorities.

F. 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.

G. 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 and pay a deposit online. If you do not accept the offer and pay the required deposit 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.

Applicants will be informed of their selection status by mid-June. Applicants offered admission will have 10 business days to respond and will be required to pay a non-refundable deposit of \$100.00 to indicate their acceptance of the offer. This deposit will be credited to first year fees or forfeited if the applicant subsequently declines.

Section 5: Reconsideration and 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 Department of Respiratory Therapy and Admissions Office are able to assist applicants who seek counselling regarding admission to the Department of Respiratory Therapy. 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

College of Rehabilitation Sciences:	R106-771 McDermot Avenue Telephone: (204) 789-3897 Fax: (204) 789-3927 E-mail: SMR.RTprogram@umanitoba.ca Web: http://umanitoba.ca/medrehab
Admission / Recruitment Officer	Kristen Stefanson Telephone: (204) 789-3259

Admissions Office:	424 University Centre Telephone: (204) 474-8808 Email: admissions@umanitoba.ca
Admissions Officer:	Jody Dewbury Telephone: (204) 474-8825 Email: admissions.respiratorytherapy@umanitoba.ca

The following other contacts may also be useful.

Student Accessibility Services	520 University Centre Telephone: (204) 474-7423 Email: student_accessibility@umanitoba.ca
Student Advocacy Office	520 University Centre Telephone: (204) 474-7423 Email: student_advocacy@umanitoba.ca

Section 8: Other

Professional Registration

The prospective applicant should note carefully that while the University of Manitoba, School of Medical Rehabilitation may admit students to its course of studies, the right to practise as a registered respiratory therapist is granted only through the appropriate authority of the province concerned. In Manitoba, only the Manitoba Association of Respiratory Therapists has the right to confer the title of “Registered Respiratory Therapist” by virtue of a candidate’s performance on national registration examinations, as well as other factors being taken into account. For more information regarding registration as a respiratory therapist in Canada or Manitoba please see the following websites: www.cbrc.ca and www.MARRT.org.