



UNIVERSITY OF MANITOBA

Faculty of Health Sciences

College of Rehabilitation Sciences: Respiratory Therapy Degree Completion Program

Applicant Information Bulletin 2016 – 2017

Application Deadlines:

SUMMER (MAY) 2016 APPLICANTS: JANUARY 1, 2016

FALL (SEPTEMBER) 2016 APPLICANTS: MAY 1, 2016

WINTER (JANUARY) 2017 APPLICANTS: SEPTEMBER 1, 2016

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Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Respiratory Therapy Degree Completion program 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: Degree Completion

*For information regarding the *regular entry Bachelor of (Respiratory Therapy) program*, please see the following link:

<http://www.umanitoba.ca/student/admissions/application/programs/respiratory-therapy-application.html>

Section 2: Eligibility Requirements

A. Academic Requirements

Registered Respiratory Therapists who are registered with the Canadian Society of Respiratory Therapists or any other provincial regulatory body may apply to complete their degree. Respiratory Therapy diploma holders will be evaluated on the basis of previous work completed as indicated on a valid transcript of marks and supporting documentation from their educational institution. All respiratory therapy diploma holders who apply for degree completion must be graduates of a Council of Accreditation of Respiratory Therapy Education accredited program. All

academic requirements for degree completion will be assessed on an individual basis.

Additionally, applicants will be required to submit a letter of intent, indicating their motivation for taking the program, and how completion of the program will support attainment of their future professional/academic goals.

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 Wavier 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

Domestic applicants: \$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 will be 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

1. Summer 2016

Date	Deadlines and Important Dates
January 1, 2016	Last date for receipt of application and application fee for Summer applicants.
	Last date to submit proof of English proficiency (if required) for Summer applicants.
	Last date for receipt of final official transcripts for all postsecondary study and other required academic documents that may be requested for Summer applicants.

2. Fall 2016

Date	Deadlines and Important Dates
May 1, 2016	Last date for receipt of application and application fee for Fall applicants.
	Last date to submit proof of English proficiency (if required) for Fall applicants.
	Last date for receipt of final official transcripts for all postsecondary study and other required academic documents that may be requested for Fall applicants.

3. Winter 2017

Date	Deadlines and Important Dates
September 1, 2016	Last date for receipt of application and application fee for Winter applicants.
	Last date to submit proof of English proficiency (if required) for Winter applicants.
	Last date for receipt of final official transcripts for all postsecondary study and other required academic documents that may be requested for Winter applicants.

C. Required documentation

The following documents will be required to complete your application:

- **Proof of registration** with the Canadian Society of Respiratory Therapists or any other provincial regulatory body.
- **Proof of graduation** from the Council of Accreditation of Respiratory Therapy Education accredited program.
- **Letter of Intent from the applicant** indicating their motivation for taking the program, and how completion of the program will support attainment of their future professional/academic goals.
- **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)

Please send all documentation to the following address:

**Admission for Respiratory Therapy
Enrolment Services, 424 University Centre
University of Manitoba, Winnipeg, MB R3T 2N2**

Section 4: Selection Process

A. Selection

Applications of prospective students who meet minimum admission criteria will be evaluated for admission, on behalf of the BMR(RT) Admissions and Selections Committee, by the Chair of the BMR(RT) Admissions and Selections Committee and the Head of the Department of Respiratory Therapy. Admission may be restricted due to space limitations, as determined by the Head of the Department of Respiratory Therapy.

B. 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.

C. 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 our 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 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.

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 College of Rehabilitation Sciences and the Admissions Officer are available to assist all applicants who seek counselling regarding admission to the Respiratory Therapy program. However, it is the College's 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. No official of the College can guarantee the admission of any applicant. Admission is determined by the Selection Committee on the basis of an annual competition.
2. All applicants must supplement any personal enquiries with written enquiries so that an official written response can be made. It is only these written responses that will be considered as evidence of any advice given by the Faculty.

Section 7: Contact Information

College of Rehabilitation Sciences:	Department of Respiratory Therapy Admission/Recruitment Officer Kristen Stefanson R106-771 McDermot Avenue Winnipeg, MB R3E 0T6
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	<i>Telephone:</i> (204) 789-3259 <i>Fax:</i> (204) 789-3927 <i>E-mail:</i> SMR.RTprogram@umanitoba.ca <i>Web:</i> http://umanitoba.ca/medrehab
Admissions Office:	424 University Centre <i>Telephone:</i> (204) 474-8808 <i>Email:</i> admissions@umanitoba.ca
Admissions Officer:	Jody Dewbury <i>Telephone:</i> (204) 474-8825 <i>Email:</i> admissions.respiratorytherapy@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