

**Rady Faculty of Health Sciences
Max Rady College of Medicine
Applicant Information Bulletin 2022-2023**

**Application Deadline
October 1, 2021**

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Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Max Rady College of Medicine 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: Doctor of Medicine (MD)

Section 2: Eligibility Requirements

A. Academic Requirements

All applicants must meet the following requirements:

1. Bachelor's degree completed no later than June 30, 2022 from a university recognized by the University of Manitoba. If an applicant is uncertain whether a degree is recognized, the applicant must contact the Admissions Office at the University of Manitoba.

2. Medical College Admission Test (MCAT®) completed no earlier than April 2018 and no later than September 11, 2021. Results from an MCAT® sitting after September 11, 2021 will not be considered in the 2022-2023 application cycle. Your score must be released to the University of Manitoba by October 15, 2021 or your application will be withdrawn by the Admissions Office.

Note: AAMC recommends that students consider taking courses in the following disciplines: biology, chemistry, organic chemistry, physics, psychology, sociology, biochemistry, microbiology, and research methods.

For more information, please visit the AAMC website:

<https://students-residents.aamc.org/applying-medical-school/taking-mcat-exam/>

3. Adjusted Grade Point Average (AGPA) of 3.30 or higher. An AGPA is calculated based on undergraduate university degree level courses including those taken in a spring or summer session and during part-time studies. The grades from all undergraduate courses completed by the application deadline will be used in the AGPA calculation. The AGPA will include the initial and all subsequent grades from courses that may have been repeated. All grades from undergraduate courses completed by the application deadline are included regardless of the year in which the course was taken. Calculation of the AGPA will not include courses completed after the application deadline. Calculation of the AGPA will not include graduate program courses.

International Baccalaureate (IB) and Advanced Placement (AP) courses will be included in the calculation of the AGPA if the applicant submits the official IB and AP transcripts by the transcript deadline. University of Manitoba students who have received transfer credit for IB or AP courses are not required to resubmit these transcripts. Applicants whose IB and AP course credits do not appear on a University of Manitoba transcript but wish to have them considered must contact the Admissions Office in writing. Information about grade conversion for these courses can be found at:

<https://umanitoba.ca/sites/default/files/2020-09/ap-and-ib-approved-courses-for-credit.pdf>

B. Situational Judgment Test (CASPer®)

CASPer® (the Computer-based Assessment for Sampling Personal characteristics) is an eligibility requirement for applicants to all applicant pools and streams.

The Max Rady College of Medicine requires the English CASPer® test only. The Snapshot interview and other Altus Suite tools are not admission requirements for the Doctor of Medicine program.

Applicants to the Manitoba applicant pool and the Out of Province applicant pool must achieve a threshold CASPer® score greater than 1.5 standard deviations below the mean for their respective applicant pool in order to maintain their eligibility.

Note: CASPer® shall not be used in the selection of registrants from the Canadian Indigenous applicant

pool. However, as applicants from the Canadian Indigenous applicant pool may also be considered in the general applicants pools (Manitoba applicant pool and Out of Province applicant pool) the CASPer® must be written as it will be used in the selection in these general pools.

For more information about CASPer® please visit <https://takealtus.com/faq>

Any inquires on the test should be directed to <https://takealtus.com/contact-us>

C. Canadian Residency

All applicants must be a **Canadian citizen or Permanent Resident of Canada** at the time of application.

D. 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 the link below to view information regarding specific English Language Proficiency Requirements and waiver conditions:

<https://umanitoba.ca/admissions/undergraduate/requirements/english-language-proficiency>

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. Test scores must be valid on the start of classes.

E. Categories of Applicants

Choose one applicant pool and, if necessary, a stream. All pool and stream selections will be reviewed by the Max Rady College of Medicine Admissions office and applicants will be placed in the correct pool. The 4-year general MD Program is open to the following applicant pools and streams:

1. Manitoba Applicant Pool

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

- have graduated from a Manitoba high school; or
- have a recognized degree from a university in Manitoba by the time of application; or
- 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 by the time of application; or
- have been a resident in the Province of Manitoba for a minimum of two (2) years following high school graduation and by 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.

The Max Rady College of Medicine also defines the following as equivalent to a Manitoba Resident:

- Applicants who are a resident of the Territories. A resident of the Territories shall be defined as a Canadian Citizen or Permanent Resident of Canada, who at the application deadline meets any one of the following two descriptions:
 - Has graduated from a high school in one of the three Territories; or
 - Has resided continuously in one of the three Territories for any two-year period following high school attendance and by the time of application. The two-year residence period shall not be considered broken where the College's Admission Committee is satisfied the applicant was temporarily out of the territory on vacation, or for short-term volunteer work.
- Applicants who are a member of the Canadian Forces at the time of application and have provided evidence of a minimum of two years of

full-time service in the Canadian Forces by the time of application are included in the Manitoba applicant pool regardless of their current residency.

1.1 Bilingual (French/English) Stream

The Bilingual (French/English) Stream is a subset of the Manitoba Applicant Pool and applicants in this Stream will be assessed within the Manitoba Applicant Pool.

To be considered eligible for the Bilingual Stream applicants must:

- meet all of the current eligibility requirements for the MD Program;
- meet the current criteria for the **Manitoba Applicant Pool**;

The Max Rady College of Medicine encourages applicants to consider applying for the Bilingual Stream if they are included in the following criteria:

- are a first language French speaker
- have completed their secondary education in French
- have completed their post-secondary education in French

Applicants invited to interview will have a portion of the Multiple Mini Interview conducted in French.

Successful candidates will participate in dedicated components of the curriculum in the French language.

Applicants must be competitive within their respective applicant pool and are not ranked independently from their cohort.

2. Canadian Indigenous Applicant Pool

The University of Manitoba is committed to addressing the under-representation of Indigenous medical students and Indigenous health-care providers in Manitoba. Applicants from all provinces and Territories in Canada are encouraged to declare their First Nations, Métis or Inuit heritage.

- First Nations, Métis and Inuit applicants must meet all of the eligibility requirements.
- All eligible First Nations, Métis and Inuit applicants will be offered both the MMI and an Indigenous Panel interview.

First Nations, Métis and Inuit applicants are required to submit documentation to support their declaration of Indigenous ancestry. One of the following will be accepted:

- a copy of a Status or Treaty card;
- a copy of a Métis membership card;
- a copy of a Nunavut Trust Certificate card;
- roll number or any other proof accepted by Inuit communities;
- Any other proof accepted by the First Nations (Non-Status) communities.

If none of these forms of documentation are available, enquiries may be made to the University of Manitoba Admissions Office regarding other acceptable documentation.

The Admissions Committee reserves the right to transfer an applicant into the general MD Manitoba or Out-of-Province applicant pool should this prove advantageous to the applicant.

3. Out-of-Province Applicant Pool

The Max Rady College of Medicine welcomes applicants from all provinces and Territories. The Admissions Committee defines Out-of-Province applicants as those who are a citizen or permanent resident of Canada but are not a resident of Manitoba. For the 2022-2023 application cycle, up to 5% of the class will be selected from this pool. Eligibility requirements remain the same for this applicant pool and you are welcome to apply if you meet or exceed these minimum requirements. In cases where the number of eligible applicants exceeds the available spaces, applicants will require higher averages than stipulated to be successfully selected for interview.

In the past three years, the minimum AGPA and MCAT score used for selection of interview in the Out-of-Province Applicant Pool were: AGPA 4.30 (2021) MCAT 519 (2021), AGPA 4.14 (2020) MCAT 518 (2020), AGPA 4.20 (2019) MCAT 516 (2019). These averages will change from year to year depending on the competitive nature of the applicant pool.

Section 3: Application Process & Deadlines

A. Application Fee

Canadian / Permanent Residents: \$100.00*

* See *Section 2: Eligibility Requirements, C. Canadian Residency*

Applications are not considered received until the application is submitted and the non-refundable application fee has been paid by the posted deadline.

All correspondence, including decision release information will be sent via email and posted to your application portal. Please ensure your email account remains current and will accept emails from the University of Manitoba. Check your filters.

It is also important to check your email and application portal regularly and specifically around the deadlines and important dates listed below.

B. Deadlines and Important Dates

DATE	DEADLINES AND IMPORTANT DATES
September 11, 2021	Last eligible MCAT® sitting for the 2022-2023 application cycle.
October 1, 2021	Final deadline to submit completed application and application fee.
October 15, 2021	Final deadline for release of the official MCAT® scores to the University of Manitoba
October 21, 2021	The last eligible CASPer® sitting for the 2022-2023 application cycle.
November 1, 2021	Final deadline for receipt of all official transcripts, including IB and AP transcripts (see

Section 2: Eligibility Requirements, A. Academic Requirements).

Final deadline for all remaining application documentation.

Deadline for receipt of documentation of Indigenous heritage and evidence of English language proficiency supplied with application (if applicable).

November 8, 2021

Eligible Canadian Indigenous Applicant Pool applicants will be notified to complete and return the autobiographical form.

November 15, 2021

Deadline for Canadian Indigenous Applicant Pool applicants to submit referee contact information through the application system link, sent with the invitation for interview.

Final deadline for receipt of all CASPer® scores.

January 6, 2022

Offers of interview will be sent by email.

January 10, 2022

Autobiographical form is due for applicants to the Canadian Indigenous Applicant Pool.

Deadline for the Referees of the Canadian Indigenous Applicant Pool applicants to submit reference letters through the online reference system.

Deadline for Manitoba and Out of Province Pool Applicants to submit referee contact information through the application system link, sent with the invitation for interview.

February 4, 2022

Deadline for Referees of the Manitoba and Out of Province Pool applicants to submit reference letters through the online reference system.

Between February and March

Multiple Mini Interviews (MMI) and Canadian Indigenous Applicant Panel Interviews

May 12, 2022

Decisions of admission will be posted

June 30, 2022

Deadline for submission of final official transcripts and other admission documentation (i.e., proof of graduation) requested by the Admissions Office or the Max Rady College of Medicine.

C. Required Application Documentation

The following documents will be required to complete your application:

- **Interim official transcripts** showing all completed course work and current registration are to be submitted by November 1st. Transcripts are required from any university or college attended other than the University of Manitoba (including exchange, transfer, and letter of permission).
- **Final official transcripts** showing all completed course work are to be submitted by November 1st. 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.

If you are in a graduate studies program, these courses will not be used in AGPA calculation. However, transcripts must still be provided, even if you have just begun your program. Proof of good standing must be provided by June 30th.

- **Advanced Placement (AP)/International Baccalaureate (IB) official transcripts** must be submitted directly from AP/IB if being used in the application process for AGPA or to meet application requirements (see *Section 2: Eligibility Requirements, A. Academic Requirements*)
- **Reference letters** are only required for applicants who are granted an interview. Upon offer of interview, applicants will be required to submit referee contact information by the indicated deadline using the online application system. Applicants should inform their referees that they will be contacted via the email address provided on the online system by the applicant.

- **MCAT® scores must be released to the University of Manitoba** by the applicant through the AAMC website after the scores are available to the applicant.

Scores are released by logging onto the MCAT THx System® on the AAMC website:

<https://services.aamc.org/mcatthx/>

- **CASPer® scores must be released to the University of Manitoba by the applicant.** When releasing scores to the University of Manitoba, applicants will need to use their University of Manitoba Student ID or Banner ID.

In order to view your Manitoba Student ID or Banner ID, log into your application portal 24-48 hours after application. Select "Profile" from the small drop-down box on the right side of the page.

Any inquires on the test should be directed to <https://takealtus.com>

- **Immigration documents** are required if born outside of Canada (i.e., proof of Canadian Citizenship, Permanent Resident of Canada or Refugee Status). This can be a pdf document uploaded to the online application before application submission.
- **Proof of Manitoba Residency** (if applicable) (see *Section 2: Eligibility Requirements, E. Categories of Applicants, 1. Manitoba Applicant Pool*).

Applicants who have not completed High School in Manitoba or 2 years or more of study at a university in Manitoba should submit a scanned copy of their MB health card showing Manitoba residency of a least two years at time of application to Medicine.
- **Proof of full-time service in the Canadian Forces** (if applicable). Either an uploaded letter from the current commanding officer or a Member Personnel Record Résumé (MPRR) will be required (see *Section 2: Eligibility Requirements, E. Categories of Applicants, 1. Manitoba Applicant Pool*).

- **Name change documentation** is required if name change has occurred as a result of marriage, divorce or other reason.
- **Proof of First Nations, Métis and Inuit heritage** (for Canadian Indigenous Applicant Pool applicants only) (see *Section 2: Eligibility Requirements, E. Categories of Applicants, 2. Canadian Indigenous Applicant Pool*).
- **Autobiographical form** (if applicable) (see *Section 4: Selection Process, F. Interview Process, 2. Panel Interview for Canadian Indigenous Applicants*)
- **Proof of proficiency in the use of the English language** (see *Section 2: Eligibility Requirements, D. English Language Proficiency Requirements*)

Please send all documentation to the following address:

**Admission for Medicine
University of Manitoba
424 UMSU University Centre
66 Chancellors Circle
Winnipeg, MB R3T 2N2**

Electronic transcripts should be submitted to Applicant.Services@umanitoba.ca *

*In the event that you are not able to provide an official transcript (for example, if the issuing office at your university or college is closed due to COVID-19), the University of Manitoba will accept an electronic transcript provided that it has been sent from the email of the office responsible for issuing transcripts. Applicants who submit their documents electronically may be requested to provide original, physical copies at a later date.

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 Post-Admission Documentation

1. Technical Standards Requirement

The Max Rady College of Medicine has identified the requisite skills and abilities for admission, promotion

and graduation in the MD program. These skills, also identified as Technical Standards, are identified in the policy document Essential Skills and Abilities (Technical Standards) for Admission, Promotion and Graduation in the MD Program which can be found at:

<https://umanitoba.ca/health-sciences/rady-faculty-health-sciences-policies>

2. Criminal Record Search, Child Abuse and Adult Abuse Registry Checks

All applicants must complete a self-declaration regarding adult criminal records, pending criminal charges and registration on the child abuse registry as an offender; this self-declaration must be done at the time of application. A criminal record search certificate, declaration of pending criminal charges, child abuse registry self-check and an adult abuse registry self-check are required at the time of registration and annually thereafter. Applicants will need to comply with any University of Manitoba policy on criminal record and abuse checks that may be in effect as of the time of registration.

3. Professional Registration

All medical students must be eligible for and become registered with the College of Physicians and Surgeons of Manitoba (CPSM) by the time of registration. Eligibility for registration of the CPSM is distinct from the Max Rady College of Medicine eligibility requirements. CPSM eligibility requirements can be viewed on the CPSM website at: www.cpsm.mb.ca

Inquiries regarding eligibility for registration must be addressed with the CPSM.

Section 4: Selection Process

A. Calculation of the AGPA

The University of Manitoba assigns credit hours as follows: a full course, normally two terms, is assigned 6 credit hours; a half course, normally one term, is assigned 3 credit hours. Credit hours from other institutions will be assigned based on this scale in order to determine the number of credit hours

completed, and the number of credit hours that will be dropped from the calculation of the AGPA.

The University of Manitoba assigns grades on a 4.5 scale and will convert grades from other institutions for admission purposes.

Historical trends regarding the AGPA for interviewed and successful applicants can be found at:

<https://umanitoba.ca/explore/programs-of-study/medicine-md#admission-requirements>

The undergraduate courses with the lowest marks are dropped from the AGPA calculation providing that an applicant has completed ninety (90) or more undergraduate credit hours, to a maximum of 30 credit hours. The lowest grades are dropped from the AGPA calculation as identified in the following table.

CREDIT HOURS COMPLETED	CREDIT HOURS DROPPED
90 – 95	15
96 – 101	18
102 – 107	21
108 – 113	24
114 – 119	27
120 or more	30

All graded undergraduate university degree level courses completed by the application deadline will be used to calculate the AGPA. The AGPA will include summer courses, part-time, extended education, repeated courses and 2nd degrees. Calculation of the AGPA will not include courses completed after the application deadline. Pass grades and credit hours will not be used in the AGPA calculation or in the total hours completed. Graduate courses will not be used.

Request for Elimination of First Program of Study

Applicants can request for elimination of their first program of study if there is a five-year gap between last registration and the beginning of registration in their second program of study. To be eligible for this request, the coursework completed in the first program of study cannot be used towards fulfilling degree requirements in the second program of study. None of the courses from the first program of study will be used in the AGPA. Applicants will be required

to submit a letter from the degree granting faculty confirming the courses from the first program of study were not used towards fulfilling degree requirements in the second program of study.

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 documentation deadline in order for them to be included in the final selection process. Grade changes will not be accepted after the documentation deadline date. If a grade is not available by the documentation deadline date, an 'F' grade will be used in the final admission determination and calculation.

B. MCAT® Score

The MCAT® is administered by the Association of American Medical Colleges (AAMC). All information regarding MCAT® should be accessed from:

www.aamc.org/mcat

Historical trends regarding the MCAT® scores for interviewed and successful applicants can be found at:

<https://umanitoba.ca/explore/programs-of-study/medicine-md#admission-requirements>

In the case of multiple MCAT® scores, the score that will most advantage the applicant will be used in calculating the composite score for selection of candidates for interview and ranking of applicants for offer of admission.

Applicants are responsible for ensuring that their score(s) are released to the University of Manitoba by the posted deadline. Scores are released by logging onto the MCAT THx System® on the AAMC website:

<https://services.aamc.org/mcatthx/>

If scores are not received by the deadline, the application will be considered incomplete and will be closed.

There is no weighting applied to any of the four sections. The total score will be used in the composite score calculation.

C. CASPer®

All applicants to the Max Rady College of Medicine at the University of Manitoba will be required to complete a 90-minute computer-based test, called CASPer® (the Computer-based Assessment for Sampling Personal characteristics), as part of the selection process. CASPer® is a web-based assessment of interpersonal skills and decision-making, to be completed at a computer.

CASPer® assesses for non-cognitive skills and interpersonal characteristics that the Max Rady College of Medicine believes are important for successful students and graduates of the program and will complement the other tools used for applicant screening. In implementing the CASPer® the Max Rady College of Medicine is trying to further enhance fairness and objectivity in the selection process.

The CASPer® test is comprised of 10-12 sections of video and written scenarios. Following each scenario applicants are required to answer a set of probing questions under a time contract. Each response is graded by a different rater, giving a very robust and reliable view of personal and professional characteristics important to the program. No studying is required for CASPer®, although applicants may want to familiarize themselves with the test structure and ensure that they have a quiet environment to take the test.

Applicants to the Manitoba applicant pool and the Out of Province applicant pool must achieve a threshold CASPer® score greater than 1.5 standard deviations below the mean for their respective applicant pool in order to maintain their eligibility.

The CASPer® score shall contribute 30% of the composite score used in the selection of applicants for the Multiple Mini Interview (MMI). The CASPer® score shall contribute 10% to the composite score weighting in the final selection of interviewed applicants for admission.

Note: CASPer® shall not be used in the selection of registrants from the Canadian Indigenous applicant pool. However, as applicants from the Canadian Indigenous applicant pool may also be considered in the general applicants pools (Manitoba applicant

pool and Out of Province applicant pool) CASPer® must be written as it will be used in the selection in these general pools.

It is the responsibility of the applicant to ensure that they are able to have dependable access to CASPer® online. No exceptions will be provided for applicants unable to take CASPer® online due to being located at an international site in which internet is not dependably accessible due to technical or political factors.

Applicants are allowed to take the CASPer® test only once per admission cycle. CASPer® results are also only valid for a single admission cycle.

For more information about CASPer® please visit takecasper.com

Any inquires on the test should be directed to support@takecasper.com

D. Enhancing Equity and Diversity

The Max Rady College of Medicine has sought to enhance the representation of rural students, students with advanced academic achievements and students from diverse backgrounds. All applicants can complete the section of the application that reflects these attributes that apply to them. A numerical coefficient is derived based on the answers and the applicant's scores are weighted. Very few applicants will achieve full rural, advanced academic or diversity weighting. Please read the definitions and instructions carefully before answering.

1. Socioeconomic and Cultural Diversity

The University of Manitoba's Max Rady College of Medicine recognizes that in order to meet its social accountability mission and meaningfully serve the complex and diverse health care needs of Canadians, there must be enhanced diversity of registrants. It is further acknowledged that diversity encompasses many dimensions including ethnicity and religion, gender and sexual orientation, geographic origin, and socioeconomic status. Accordingly, all eligible applicants will be invited to complete a supplementary questionnaire that would identify family, economic and sociocultural characteristics or attributes. The

Admissions Committee evaluates diverse attributes in the following three (3) domains:

- family history;
- economic information; and
- other socio-cultural determinants.

Attributes within each domain may contribute to a numerical coefficient for modification of the composite score for selection of candidates for interview and ranking of applicants for offer of admission.

2. Rural Attributes

The Max Rady College of Medicine has recognized the need to enhance the representation of individuals who have connections to and engagement with rural, remote and Northern communities. All eligible applicants will be invited to complete a supplementary questionnaire that would identify rural attributes in the following three (3) domains:

- rural “roots”;
- rural work experience; and
- rural volunteer or leadership experience.

The University of Manitoba’s Max Rady College of Medicine has established rural criteria for Manitoba residents as identified in the online application form. For Out-of-Province applicants the definition of rural, for the purposes of admission, is an area where the population is less than 40,000. A minimum duration of engagement with a rural community is necessary in order to qualify for rural attribute consideration. Attributes within each domain may contribute to a numerical coefficient for modification of the composite score for selection of candidates for interview and ranking of applicants for offer of admission.

3. Advanced Academic Attributes

The Admissions Committee evaluates advanced academic attributes in the following three (3) domains:

- PhD;
- peer-reviewed publications; and
- academic appointments in a research or professorial stream.

Your PhD must be complete at the time of application. A minimum of 5 peer-reviewed publications is required at the time of application and you must be listed as a 1st or 2nd author.

An academic appointment is a classification of ranking given by a university for tenured faculty. The position would be given the title of Professor, Associate Professor, Assistant Professor or Lecturer. Someone holding this position would be responsible for academic programs, with a high level of authority and advanced knowledge.

Attributes within each domain may contribute to a numerical coefficient for modification of the composite score for selection of candidates for interview and ranking of applicants for offer of admission.

E. Selection of Applicants for Interview

All eligible applicants to the Canadian Indigenous Applicant Pool will be offered an interview.

For all other applicant pools, the Admissions Committee will calculate a composite score to determine an applicant’s ranking. The composite score will be modified by the rural, advanced academic, and socioeconomic and cultural diversity coefficient calculated for all eligible applicants.

All applicants who meet the eligibility requirements are ranked by calculating a composite score in the following way:

$(20\% \text{ AGPA} + 50\% \text{ MCAT}^{\text{®}} + 30\% \text{ CASPer}^{\text{®}}) \times (\text{rural coefficient if } >0) \times (\text{academic co-efficient if } >0) \times (\text{socioeconomic and cultural diversity co-efficient if } >0)$

Applicants' component scores with differing variances are standardized by determining Z-scores within their respective applicant pool before mathematically combining the component scores to calculate the composite scores and ranking for selection of applicants for interviews. Applicants are initially ranked within their respective pool and only those applicants whose composite score is deemed to be competitive within their respective pool will be invited for an interview.

F. Interview Process

1. Multiple Mini Interview (MMI)

The University of Manitoba uses the Multiple Mini Interview (MMI) format for all applicants. Information regarding the MMI format is available on our website. In response to restrictions put in place due to COVID-19, the MMI for the 2022-2023 application cycle will be held on a virtual platform. Details regarding the online MMI will be provided to applicants within the invitation to interview. MMI interviews will be held between February and March. Details regarding the dates of the MMI interviews will be sent to applicants once they are available.

Applicants who are not available to attend one of the scheduled interview dates will not be considered for admission.

The interview process for applicants in the Bilingual Stream will include a component of the Multiple Mini Interview conducted in the French language.

To be considered eligible for admission, all applicants must achieve a minimum passing score on the MMI. The Admissions Committee reviews the MMI criteria annually. This information will be provided to applicants within their invitation to interview.

Candidates who do not achieve the standard required on the MMI will not be considered for admission regardless of MCAT® or AGPA scores.

The University of Manitoba and the Max Rady College of Medicine is committed to providing all candidates equal access to the application process. If you are an applicant with a diagnosed disability (permanent, chronic, or temporary) who may require accommodations to complete the MMI, contact Student Accessibility Services at (204) 474-7423 or by email at student_accessibility@umanitoba.ca to learn more about the confidential supports that are available.

Please contact Student Accessibility Services by Thursday, January 21, 2022 to allow for the implementation of the accommodations.

2. Panel Interview for Canadian Indigenous Applicants

Applicants who have declared their First Nations, Métis and Inuit heritage, have met the eligibility requirements for AGPA and MCAT®, have provided the appropriate supporting documentation and wish to be considered in the Canadian Indigenous Applicant Pool will be invited to participate in both the MMI and a panel interview.

Details regarding the attributes and skills considered during the panel interview, as well as the delivery method of the interview will be provided to applicants within their invitation to interview. Panel interviews will be held between February and March. Details regarding the dates of the panel interviews will be sent to applicants once they are available.

Those who participate in the panel interview will be ranked in the Canadian Indigenous Applicant Pool as well as the applicable Manitoba or Out-of-Province Applicant Pool.

Applicants will be required to submit additional autobiographical information in advance of the panel interview. Criteria for this information will be included with the invitation to interview.

The University of Manitoba and the Max Rady College of Medicine is committed to providing all candidates equal access to the application process. If you are an applicant with a diagnosed disability (permanent, chronic, or temporary) who may require accommodations to complete the panel interview, contact Student Accessibility Services at (204) 474-7423 or by email at student_accessibility@umanitoba.ca to learn more about the confidential supports that are available.

Please contact Student Accessibility Services by Thursday, January 21, 2022 to allow for the implementation of the accommodations.

G. Letters of Reference

Applicants should select referees who have current knowledge of their attributes and activities and who can evaluate their suitability for the study and practice of medicine. Referees will be asked to address specific questions regarding the applicant. References from

family or extended family members will not be considered. It is suggested that applicants select referees that are work/volunteer, and/or academic and/or character recommenders.

For more information on selecting references, go to:

<https://umanitoba.ca/explore/programs-of-study/medicine-md#admission-requirements>

As part of the reference letter review and the review of professional attributes, the Max Rady College of Medicine may contact the applicant's referees to verify the reference and provide clarification if requested by the Admissions Committee. The Admissions Committee reserves the right to contact other individuals whose knowledge of the applicant might be considered relevant to the assessment of the application.

Letters of reference are solely used to verify the suitability of the applicant, and do not contribute to the applicant's composite score for the Manitoba and Out-of-Province Applicant Pools. The letters of reference contribute to the composite score only for applicants in the Canadian Indigenous Applicant Pool.

Upon offer of interview, applicants will be required to submit referee contact information by the indicated deadline using the online application system. Applicants should inform their referees that they will be contacted via the email address provided on the online system by the applicant. An application may be deemed incomplete and therefore ineligible if reference letters are not received.

The Max Rady College of Medicine will request references only for those applicants who are invited to an interview. References received prior to this process will be discarded. New letters of reference must be submitted each application cycle.

We are collecting this information in the strictest of confidence and it will not be released to the applicant. This is done to ensure the integrity of the recommendation process.

H. Professional Attributes

A Max Rady College of Medicine subcommittee, the Professionalism Subcommittee on Admissions, will review the applications of individuals who manifest concerns that may be predictive of future breaches of professionalism. Such concerns may include but are not limited to: a breach of academic integrity; concerns identified in the application process; concerns identified in the MMI, and where applicable the panel interview for individuals in the Canadian Indigenous Applicant Pool; an adult criminal conviction; or concerns expressed in letters of reference. The review by the subcommittee is an anonymous process and all documents presented are redacted of identifiable information.

The subcommittee will advise the Admissions Committee regarding the suitability of the applicant, and decisions regarding the application process may be made based upon the subcommittee's recommendation.

If the subcommittee recommends that an applicant is held back from admission based on professionalism concerns, the Admissions Committee will convene a Review Panel to gather additional information regarding the subcommittee's concerns and will meet with the applicant. The Review Panel will present their findings to the subcommittee for reconsideration of the applicant's suitability. The subcommittee will then advise the Admissions Committee of their final recommendation.

Applicants are advised if the Admissions Committee declines an offer of admission based upon evaluation of professional attributes. The Max Rady College of Medicine retains the application files of individuals who have been identified as having professionalism concerns such that a serial assessment of professional attributes can be undertaken should an individual reapply. This may include contacting references from previous applications, as deemed necessary.

A review by the subcommittee and Review Panel neither precludes eligibility for reapplication in subsequent application cycles nor influences selection of applicants for interview.

Terms of Reference for the Professionalism Subcommittee on Admissions and the Review Panel can be found here:

<https://umanitoba.ca/health-sciences/rady-faculty-health-sciences-policies>

I. Ranking of Applicants for Offer of Admission

All applicants who were selected for interview and participated in the interview process are ranked by the Admissions Committee.

1. Manitoba Applicant Pool (including the Bilingual Stream) and Out of Province Applicant Pool

All applicants who participated in the interview process will be ranked in their respective pool by calculating a composite score in the following way:

$(15\% \text{ AGPA} + 40\% \text{ MCAT}^{\text{®}} + 35\% \text{ MMI} + 10\% \text{ CASPer}^{\text{®}})$
X (rural co-efficient if >0) X (academic co-efficient if >0) X (socioeconomic and cultural diversity co-efficient if >0)

Applicants' component scores with differing variances are standardized by determining Z-scores within their respective applicant pool before mathematically combining the component scores to calculate the composite scores and ranking for applicants for offer of admission.

2. Canadian Indigenous Applicant Pool

Offers of admission will be extended to applicants who are recommended to the Admissions Committee by the Canadian Indigenous Applicant Pool panel, regardless of composite score of MMI results.

The Admissions Committee reserves the right to transfer an applicant into the Manitoba or Out-of-Province Applicant Pool based on their respective residency status, should this prove advantageous to the applicant.

J. Tie Breaking Procedure for Offers

The University of Manitoba has approved a tiebreaking procedure for admissions. In the event of a tie, the following procedure will be used:

- Increase the number of significant figures used in the calculation.
- 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.

K. 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.

The Admissions Committee will send offers of admission to successful applicants on May 12, 2022.

Applicants may be placed on a waiting list on May 12, 2022 and individuals will be selected from that list as vacancies become available. The last date of selection from the waiting list is on or about August 15, 2022. Applicants who are deemed unlikely to be offered admission will be notified on May 12, 2022.

Applicants offered admission will have up to 5 business days to respond and will be required to pay a non-refundable deposit of \$500.00 to indicate their acceptance of the offer. This deposit will be credited to first year fees or forfeited if the applicant subsequently declines.

L. Deferral of Admission

Deferral requests will be reviewed only after an offer of admission has been granted and on a case-by-case basis by the Admissions Committee and are limited to 1-year in length. Deferral requests will only be considered based on the following criteria:

- The completion of graduate studies (Masters or PhD), where the degree will be completed by June 30 of the following year.

OR

- Extenuating personal circumstances, such as illness or significant hardship for self or to a first-degree relative.
 - This **will** include parents, siblings, children, and spouses.
 - It **will not** include second-degree and higher relatives, nor friends.

Please submit your request in writing within five business days from the posting of the offer to medicine.admissions@umanitoba.ca. Your letter should be addressed to the Chair, Admissions Committee, and outline how the request fits the above criteria.

For those requesting a deferral to complete graduate studies, please include your anticipated graduation date.

Section 5: Reconsideration & Appeals

Applicants who wish to appeal a decision made by the Admissions Committee, must submit their request in writing to the Associate Dean, Admissions, Max Rady College of Medicine.

This request must be received no later than 10 working days from the date of the electronic notification of the decision the applicant wishes to appeal.

Appeal of admission decisions occurs at two levels within the Max Rady College of Medicine:

Level 1: The Associate Dean, Admissions, Max Rady College of Medicine

Level 2: Committee for Reconsideration of Admissions Decisions.

The mandate of the Max Rady College of Medicine appeal process shall focus on adherence to the published policies and procedures of the Admissions

Committee, and not on substantive issues or the relative merits of the application. The published policies and procedures of the Admissions Committee can be found here:

<https://umanitoba.ca/health-sciences/rady-faculty-health-sciences-policies>

For more information on the appeal policy for Max Rady College of Medicine Admission, please contact the Administrator, Admissions, Max Rady College of Medicine (see Section 9: Contact Information). An applicant may appeal the decision of the Max Rady College of Medicine to the Senate Committee on Admissions Appeals. The appeals procedures and guidelines may be found at the following link:

http://umanitoba.ca/admin/governance/governing_documents/students/admission_appeals.html

Section 6: Counselling of Applicants

The Max Rady College of Medicine and Admissions Office are able to assist applicants who seek counselling regarding admission to the Max Rady College of Medicine. 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 9: Contact Information).

Section 7: Other Information

A. Confidential Process

An application for admission and the supporting documentation are personal information and the Max Rady College of Medicine will treat them with confidentiality, pursuant to its obligations under The Freedom of Information and Protection of Privacy Act. Information about applications will only be released and used for the purpose of assessing the candidate's suitability for admission and making reasonable accommodations. Information about successful applicants will form part of the student's file and be used for academic purposes.

The Max Rady College of Medicine retains information related to unsuccessful applications for 2 years. Information related to successful applicants is placed on the student's permanent file and will be retained indefinitely. The Max Rady College of Medicine reserves the right to retain information indefinitely should there be evidence of information that may have a bearing on future professional behaviour for those who choose to re-apply.

The Max Rady College of Medicine must protect the integrity of the admissions process. As a result, applicants will not have access to certain information related to their application, including:

- letters of reference
- specific MMI or panel interview scoring
- composite score or ranking
- names of MMI, or panel interviewers
- CASPer® score

B. Consideration for Applicants with Blood borne Pathogens

Infection with a blood borne pathogen does not preclude admission to the Max Rady College of Medicine. Individuals with blood borne communicable diseases including but not limited to Hepatitis B Virus,

Hepatitis C Virus, and Human Immunodeficiency Virus who are contemplating application should seek counsel regarding their intention. Counsel could be received from a medical doctor with expertise in infectious diseases, or the Office of Student Affairs in a university with medical and doctoral programs. This consideration does not preclude an applicant's requirement to meet the technical standards requisite for admission to, promotion in, and graduation from the College.

Applicants who are known to have a chronic blood borne communicable disease, including but not limited to individuals who are known to be seropositive for Hepatitis C Virus and/or Human Immunodeficiency Virus, and/or have a positive test for Hepatitis B Virus, must notify the Office of Student Affairs – Medicine at the time of admission.

Section 8: Student Accessibility

The University of Manitoba and the Max Rady College of Medicine is committed to providing all students equal access to learning opportunities. If you are a student with a diagnosed disability (permanent, chronic, or temporary) who may require academic accommodations, please contact Student Accessibility Services at (204) 474-7423 or by email at student_accessibility@umanitoba.ca to learn more about the confidential supports that are available.

<https://umanitoba.ca/student-supports/accessibility>

Section 9: Contact Information

For questions about the application process, applicant pools and streams, rural, academic and diversity scoring, references, and multiple mini interviews contact the Max Rady College of Medicine:

**Max Rady
College of
Medicine,
Admissions**

260 Brodie Centre, 727 McDermot
Avenue
University of Manitoba
Winnipeg, MB R3E 3P5

Administrator:	Robyn Wellman Telephone: (204) 789-3499 Email: medicine.admissions@umanitoba.ca
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For questions about the application, prerequisites, transcripts and AGPA calculation contact the Admissions Office:

University of Manitoba Admissions Office	424 University Centre Telephone: (204) 474-8808 Email: admissions@umanitoba.ca
Lead Admissions Officer:	David Schmidt Email: admissions.medicine@umanitoba.ca

The following other contacts may also be useful:

Ongomiizwin – Education	S206 Medical Services Building 750 Bannatyne Avenue Telephone: (204) 789-3511 Email: Kimberly.Hart@umanitoba.ca
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