

Rady Faculty of Health Sciences

College of Rehabilitation Sciences: Respiratory Therapy

Applicant Information Bulletin 2023 – 2024

Application Deadline

April 1, 2023

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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 [Degree Completion Applicant Information Bulletin](#).

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 graded 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 graded credit hours in any two consecutive terms (September through April), but who have completed at least 24 graded 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. Canadian Indigenous Category

The College of Rehabilitation Sciences is committed to addressing the under-representation of Indigenous health-care providers in Manitoba.

In order to be eligible for the Canadian Indigenous Category applicants must:

- a. Meet all of the eligibility requirements of Category 1 or Category 2 and,
- b. Be of self-declared Canadian Indigenous descent. For the purpose of identification, a Canadian Indigenous person is a descendant of First Nations, Métis, or Inuit heritage. First Nation includes Status, Treaty, or 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 Indigenous heritage, regardless of provincial or territorial residency. Manitoba residents will be given first priority.

OR

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.

Applicants who self-identify as First Nations, Métis, or Inuit will have their contact information shared with the Senior Lead Indigenous Health Student Affairs, Ongomiizwin – Education. The Senior Lead will contact applicants to begin to develop a relationship that will be a source of support throughout their learning journey.

B. Required Courses

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

Core Courses

	UNIVERSITY OF MANITOBA	UNIVERSITY OF WINNIPEG	BRANDON UNIVERSITY
Introductory Biology	BIOL 1020 and BIOL 1030 OR BIOL 1000 and BIOL 1010	BIOL 1115-3 and BIOL 1116-3	15.162 and 15.163
Introduction to Psychology OR Introduction to Sociology	PSYC 1200 (6) OR SOC 1200 (6)	PSYC 1000-6 OR SOC 1101-6	82.160 and 82.161 OR 90.154 and 90.155
Basic Statistical Analysis I	STAT 1000 OR STAT 1150	STAT 1501-3	62.171

Non-Core Courses

Written English Requirement*	3 credit hour course which meets the University requirement for written English
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*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.

For external course equivalents visit the [online transfer credit resource](#).

C. University Written Requirement (W)

Applicants who have completed the W requirement at an institution external to the University of Manitoba should carefully review the below requirements of the W course.

The W course syllabus must reflect that all of the following requirements are met within the course expectations:

- A minimum of 3 papers of at least 3-5 pages each OR a minimum of 2 papers of at least 6-8 pages each with a minimum total word count of 3000. One paper with a word count of 3000 words or more will not meet this requirement.
- The written work must include a written description or argument that is clear, concise and logically structured and that reflects an appropriate awareness of the audience or readership being addressed.
- There must be feedback given to the student on the style as well as content of written assignments.

If an applicant believes their W course syllabus meets the above stated criteria they can submit a detailed course syllabus to admissions.respiratorytherapy@umanitoba.ca after the application has been submitted and before the listed deadline for syllabus submission (see Section 3: Application Process & Deadlines, B. Deadlines and Important Dates).

Acceptable University of Manitoba courses that satisfy the Written English (W) requirement can be found in the [Academic Calendar](#).

The Written English requirement is waived for an applicant that has obtained an undergraduate degree from a university recognized by the University of Manitoba.

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.

Additional information regarding specific proficiency requirements, waiver information, and test options can be found on the [English language proficiency requirements](#) page.

Results for most language tests, including TOEFL and IELTS, expire two years from the test date. Test scores must be valid at the start of classes. Please confirm the validity of your test results.

Section 3: Application Process & Deadlines

A. Application Fees

Canadian/Permanent Residents:	\$100.00
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 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 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
April 1, 2023	Last date for receipt of application, application fee.
April 15, 2023	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).
April 15, 2023	Last date to submit proof of Indigenous status (if required).

June 1, 2023	Last date for receipt of final official transcripts for <u>all</u> postsecondary study and other academic documents that may be requested.
Mid-June, 2023	Admission decisions will be posted to students' application portals. Offers of admission are time sensitive and require the applicant's response within a short period of time.

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 April 15th. 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** 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.

An English translation of international transcripts in languages other than English must be provided by the issuing institution or by a certified English translator. A translation must include a copy of the document on which the translation is based. The certified translator must include the original language photocopy and the English translation in sealed envelopes and endorse the envelopes by signing across the seal.

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. (i.e. Proof of Canadian Citizenship, Permanent Residence and Refugee Status) This can be a pdf document uploaded to the online application before application submission.
- Canadian Indigenous Category applicants are required to submit documentation (**status card, Manitoba Metis 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, D. English Language Proficiency Requirements*)

Please send all documentation to the following address:

**Admission for Respiratory Therapy
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 order to be considered official, electronic transcripts must be sent directly from the email of the office responsible for issuing transcripts. Transcripts emailed or forwarded by the applicant are considered unofficial.

The University of Manitoba is a registered receiving organization with MyCredits™. Applicants from participating member universities and colleges can

release their transcripts to the University of Manitoba through their MyCreds™ portal.

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**. The forms will be sent to successful applicants directly by the Department of Respiratory Therapy after confirmation of acceptance by the Admissions Office. Once complete, these forms are to be returned to the Bannatyne Immunization office directly.

2. 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/adult abuse registry check by August 1. These records must be obtained after July 1 in order to remain valid throughout the program's yearly cycle. 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 issued by the Heart and Stroke Foundation. Evidence of current certification will be required of all successful applicants by the first day of class. These records must be obtained after July 1 in order to remain valid throughout the first year of the program. Annual renewal of this certification is required.

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:

$$\begin{aligned} &(2 \times \text{the average of CORE courses}) \\ &\quad \text{PLUS} \\ &\quad (3 \times \text{the average of the year}) \\ &\quad \text{DIVIDED BY } 5 \end{aligned}$$

Applicants with two "years" of university studies:

$$\begin{aligned} &(2 \times \text{the average of CORE courses}) \\ &\quad \text{PLUS} \\ &\quad (3 \times \text{the average of the best year}) \\ &\quad \text{PLUS} \\ &\quad (1 \times \text{the average of the other year}) \\ &\quad \text{DIVIDED BY } 6 \end{aligned}$$

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

$$\begin{aligned} &(2 \times \text{the average of core courses}) \\ &\quad \text{PLUS} \\ &\quad (3 \times \text{the average of the best year}) \\ &\quad \text{PLUS} \\ &\quad (0 \times \text{the average of the lowest year}) \\ &\quad \text{PLUS} \\ &\quad (1 \times \text{the average of each other year}) \\ &\text{DIVIDED BY } 6 \text{ (or } 7 \text{ or } 8, \text{ etc., as appropriate)} \end{aligned}$$

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)

$$\begin{aligned} & (2 \times \text{the average of the core courses}) \\ & \text{PLUS} \\ & (3 \times \text{the cumulative grade point average}) \\ & \text{DIVIDED BY 5.} \end{aligned}$$

NOTES:

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

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 Friday, June 2, 2022. 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. Canadian Indigenous 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 Canadian Indigenous 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 general academic pool should this prove advantageous to the applicant.

2. Category 1 Applicants

3. Category 2 Applicants

Note for all priorities: 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 Canadian Citizens or Permanent Residents who are 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; or
- have completed a minimum of one year of consecutive full-time academic studies in a recognized program at a university in Manitoba, while physically residing in Manitoba; or
- 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:

- 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.

G. Notification of Decision

Decisions will be posted to the applicant's portal. Applicants must log into their application portal to view the decision and to accept or decline their offer. If the offer is not accepted and the subsequent deposit paid by the deadline date indicated in the letter, the offer will lapse. Lapsed offers will be considered a declined response. It is imperative that emails and application portals are regularly checked.

Applicants offered admission will be required to pay a non-refundable deposit of \$100.00 by the deadline date 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 written 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 written request to the Chair within ten (10) business days of the posted decision date (see Section 8: Contact Information).

Should the student wish to pursue the reconsideration decision further, such an appeal will be made in accordance with the [Senate Committee on Admission Appeals Procedures](#).

Applicants are advised that appeals of reconsideration decisions by the Chair of the Selection Committee and the Senate Admissions Appeal Committee focus on questions of correct adherence to published policies and procedures outlined in this document, 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 8: Contact Information).

Section 7: Student Accessibility

The University of Manitoba 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.

Section 8: Contact Information

College of Rehabilitation Sciences	R106-771 McDermot Avenue <i>Telephone:</i> (204) 789-3897 <i>Fax:</i> (204) 789-3927 <i>E-mail:</i> CORS.RTprogram@umanitoba.ca <i>Web:</i> https://umanitoba.ca/rehabilitation-sciences/
Admission / Recruitment Officer	Kristen Stefanson <i>Telephone:</i> (204) 789-3259 <i>Email:</i> CORS.RTprogram@umanitoba.ca
Admissions Office	424 University Centre <i>Telephone:</i> (204) 474-8808 <i>Email:</i> admissions@umanitoba.ca
Admissions Officer	David Schmidt <i>Telephone:</i> (204) 474-6308 <i>Email:</i> admissions.respiratorytherapy@umanitoba.ca

Section 9: Other

Professional Registration

The prospective applicant should note carefully that while the University of Manitoba, College of Rehabilitation Sciences 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 [CBRC](#) and [MAART](#) websites.

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
Ongomiizwin – Education	S206 Medical Services Building 750 Bannatyne Avenue <i>Telephone:</i> (204) 789-3511