



# UNIVERSITY OF MANITOBA

## Faculty of Engineering

### Internationally-Educated Engineers Qualification (IEEQ) Program

#### Applicant Information Bulletin 2019 – 2020

**Application Deadline: April 1, 2019**

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#### Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Faculty of Engineering 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: Internationally-Educated Engineers Qualification (IEEQ) Program

#### Section 2: Eligibility Requirements

##### A. Academic Requirements

The IEEQ Program is an option for individuals who have been assigned confirmatory exams as a result of an *Assessment of Academic Credentials* from Engineers Geoscientists Manitoba - the regulatory body for engineering in Manitoba. An *Assessment of Academic Credentials* by Engineers Geoscientists Manitoba is the first requirement to determine your eligibility for the IEEQ Program. To have an *Assessment of Academic Credentials* performed, contact Claudia Shymko, Assessment Officer at Engineers Geoscientists Manitoba, at [cshymko@EngGeoMB.ca](mailto:cshymko@EngGeoMB.ca) or view their website at [www.EngGeoMB.ca](http://www.EngGeoMB.ca).

To be eligible for the IEEQ Program, you must have been assigned five (5) or fewer Confirmatory Exams by Engineers Geoscientists Manitoba as a result of your *Assessment of Academic Credentials*. Please note that the exam 11-CS-1 *Engineering Economics* does not count toward the total of five (5) Confirmatory Exams assigned. That means, you can be assigned five (5) Confirmatory Exams plus 11-CS-1 *Engineering Economics* and you will still be eligible for the IEEQ Program.

##### B. English Language Proficiency Requirements

All applicants whose primary language is not English and who do not qualify for a waiver under the University of

Manitoba’s English language proficiency regulations will be required to demonstrate proficiency in the English language through one of the options listed at the University of Manitoba Admissions website.

**Preferred English Language Proficiency Option for IEEQ students**

On a Canadian Language Benchmark (CLB) Placement Test, your scores must be benchmark level eight (8) in all four language areas (8/8/8/8), or three benchmarks of eight (8) and no more than one benchmark of seven (7) in the four language areas (for example, 8/8/8/7 or some similar combination).

See the link below to view English Proficiency Waiver information:

<http://umanitoba.ca/student/admissions/international/english/waiver-criteria.html>

See the link below 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. 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 Fee**

Canadian/Permanent Residents: \$100.00  
 International Applicants: Not applicable\*  
 \*Admission to this program is open to Canadian Citizens and Permanent Residents only

**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, 2019	<b>Due date for applications.</b> If you submitted an application in previous years and were not accepted at that time, you must submit a new application form to be considered for the program for September 2019.
April 15, 2019	<b>Documentation Deadline</b> (for all outstanding documentation)
Early May, 2019	<b>Notification to all applicants</b> of the outcome of your application.

**C. Required Application Documentation**

- **Assessment of Academic Credentials from Engineers Geoscientists Manitoba** (indicating that you are eligible to complete the IEEQ program in place of the confirmatory examinations).
- **Proof of proficiency in the use of the English language** (see Section 2: Eligibility Requirements, B. English Language Proficiency Requirements).
- **Final 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.
- **Proof of Canadian Citizenship, Permanent Residence or Refugee Status** is required if born outside of Canada. This can be a pdf document uploaded to the online application before application submission.
- **Resume or Curriculum Vitae**

**Section 4: Selection Process**

**A. 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.

## **B. 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.

All applicants that are granted an offer will be required to accept their offer of admission within the application system. Acceptance must be received within two weeks of the decision being released or the offer will lapse and no longer be valid.

If you are accepted into the IEEQ Program for September 2019, the Faculty of Engineering will work with you during the summer of 2019 to set up an appropriate selection of courses and refer you to potential sources of financial assistance, if required.

Please NOTE: the application portal at the university is NOT the same as the Engineers Geoscientists Manitoba online profile.

Engineers Geoscientists Manitoba and the University of Manitoba are separate and distinct institutions. One institution cannot change, modify or dictate the policies or decisions of the other.

## **Section 5: Reconsideration & Appeals**

Individuals who wish to have their applications reconsidered should submit their request in writing to the Admissions Office. Past experience has shown that most inquiries can be satisfied at this level without further reference. Persons wishing reconsideration of the decision shall direct their request to the Admissions Office within ten (10) days of the posted decision date.

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

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, and NOT on subjective issues or the relative merits of the application.

## **Section 6: Counselling of Applicants**

The Faculty of Engineering, IEEQ Program Office and Admissions Office are able to assist applicants who seek counselling regarding admission to the IEEQ Program. 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 of Manitoba 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. Only written responses 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](mailto:student_accessibility@umanitoba.ca) to learn more

about the confidential supports that are available.

<http://umanitoba.ca/student/saa/accessibility/>

## Section 8: Contact Information

<b>IEEQ Program:</b>	<b>Ilene Blayden</b> IEEQ Program Assistant E3-573 EITC Building <i>Telephone:</i> (204) 474-8961 <i>Email:</i> <a href="mailto:ieeq@umanitoba.ca">ieeq@umanitoba.ca</a> <i>Web:</i> <a href="http://umanitoba.ca/engineering/ieeq">umanitoba.ca/engineering/ieeq</a>
<b>Admissions Office:</b>	424 University Centre <i>Telephone:</i> (204) 474-8808 <i>Email:</i> <a href="mailto:admissions@umanitoba.ca">admissions@umanitoba.ca</a>
<b>Admissions Officer:</b>	<b>Gareth O'Brien</b> <i>Telephone:</i> (204) 474-7890 <i>Email:</i> <a href="mailto:admissions.engineering@umanitoba.ca">admissions.engineering@umanitoba.ca</a>