



UNIVERSITY OF MANITOBA

Faculty of Kinesiology and Recreation Management

Applicant Information Bulletin 2019 – 2020

Application Deadlines:

Kinesiology, Athletic Therapy and Physical Education – April 1, 2019
Recreation Management and Community Development – May 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 Kinesiology and Recreation Management 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 Kinesiology (BKin)
- Bachelor of Kinesiology, Athletic Therapy Program (BKin-AT)
- Bachelor of Physical Education (BPE)
- Bachelor of Recreation Management and Community Development (BRMCD)

Section 2: Eligibility Requirements

A. Academic Requirements

All applicants must meet the following requirements:

Successful completion of at least one year of university level study (24 credit hours). Equivalent courses completed at other universities or post-secondary institutions will be considered for admission and transfer credit only if the courses have been taken within the last 10 years. (Work completed at the

college level may be acceptable; see Section 4: Selection Process, A. Calculation of the Adjusted Grade Point Average (AGPA))

- A minimum Adjusted Grade Point Average (AGPA) of 2.0 (C) (see Section 4: Selection Process, A. Calculation of the Adjusted Grade Point Average (AGPA))
- Completion of the required courses as listed in the subsequent table with no grade less than a 'C' by April 2019.

NOTE: It is expected that these courses will be completed by the end of the 2019 April examination period. Students who need to complete the required courses and the 24 credit hour requirement at the University of Manitoba in the Summer term 2019 in order to meet the admission requirements will only be considered on a space available basis after all other eligible applicants have been considered. **These applicants must notify the admissions office by email (admissions.kinandrec@umanitoba.ca) of their intention to complete admissions requirements in the summer term. All final grades for summer courses must be submitted no later than September 1st.**

B. Required Courses

The following table applies to:

- Bachelor of Kinesiology;
- Bachelor of Kinesiology (Athletic Therapy);
- Bachelor of Physical Education

REQUIRED COURSES*		
Course Number	Course Title	Credit Hours
BIOL 1410	Anatomy of the Human Body	3
BIOL 1412	Physiology of the Human Body	3
KPER 1500	Foundations of Physical Education and Kinesiology	3
Electives		15
Total hours		24
Students must achieve a minimum grade of "C" in BIOL 1410, BIOL 1412, and KPER 1500 to meet these course requirements.		

Additional requirements for the Bachelor of Kinesiology, Athletic Therapy Program only:

- Valid certification in Health Care Provider, Basic Rescuer CPR and Standard Red Cross First Aid completed prior to commencement of classes in the Athletic Therapy Program.

The following table applies to:

- Bachelor of Recreation Management and Community Development

REQUIRED COURSES*		
Course Number	Course Title	Credit Hours
KPER 1400	Concepts of Recreation and Leisure	3
Electives		21
Total hours		24
Students must achieve a minimum grade of "C" in KPER 1400 to meet the course requirements.		

NOTE:

- Applicants satisfying these requirements are eligible for consideration. However, selection is academically competitive and attainment of the minimum requirements does not guarantee selection and admission.
- Students applying for the BKin-AT Program will automatically be considered for the BKin Program if they are not admitted into the BKin-AT and are competitive for admission into the BKin Program.

C. English Language Proficiency Requirements

All applicants whose primary language is not English and do not qualify for a waiver under the University of Manitoba's English language proficiency regulations will be required to demonstrate proficiency in English through one of the options listed at the University of Manitoba Admissions web site.

See below links to view English Proficiency Waiver information:

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

See below links to view specific English Proficiency Requirement information:

(<http://umanitoba.ca/student/admissions/international/english/index.html>).

Results for most language tests, including TOEFL, IELTS and CanTEST, expire two years from the test date. 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

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

1. Kinesiology, Athletic Therapy and Physical Education

Date	Deadlines and Important Dates
February 15, 2019	Out-of-province, international and college students are advised to apply and submit documents by this date.
April 1, 2019	Last date for receipt of application and application fee and Individual Consideration Statement.

April 15, 2019	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.
June 1, 2019	Last date for receipt of final official transcripts for all outstanding postsecondary study and other academic documents that may be requested.
	Last date to submit proof of English proficiency (if required).
Mid June, 2019	Admission decisions will be posted to student's application portals. Offers of admission are time sensitive and require the applicant's response within a short period of time.

2. Recreation Management

Date	Deadlines and Important Dates
February 15, 2019	Out-of-province, international and college students are advised to apply and submit documents by this date.
May 1, 2019	Last date for receipt of application and application fee and Individual Consideration Statement.
May 15, 2019	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.
June 1, 2019	Last date for receipt of final official transcripts for all outstanding postsecondary study and other academic documents that may be requested.
	Last date to submit proof of English proficiency (if required).
Mid June, 2019	Admission decisions will be posted to student's 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 current registration are to be submitted when applying or shortly thereafter.
- **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.

- **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).
- **Proof of Canadian Citizenship, Permanent Residence or Refugee Status** is 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, C. English Language Proficiency Requirements).
- **Individual Consideration Category Statement** is required from all Individual Consideration Category applicants. The completed statement should be uploaded to the application no later than March 1, 2019 (May 1, 2019 for Recreation Management). Your statement should include why you merit

consideration in the Individual Consideration Category based on the group(s) you indicated. It should also outline the attributes that make you an ideal candidate for your program of choice.

Candidates who do not submit the statement by the posted deadline will be considered only in the Regular applicant pool.

Please send all documentation to the following address:

**Admission for Kinesiology and Recreation
Management
Enrolment Services, 424 University Centre
University of Manitoba, Winnipeg, MB R3T 2N2**

Applications are not complete until all necessary documents are received. It is the applicant's responsibility to ensure that our office receives all required information.

D. Transfer Credit Information

At the University of Manitoba, all course work from a recognized prior post-secondary institution will be considered as part of the application for admission process for all undergraduate degree and diploma programs.

Courses are evaluated for advanced standing or transfer credit on a course-by-course basis and assigned a University of Manitoba equivalent, where applicable. Where a direct equivalent does not exist, students may receive general (unallocated) credit. The Faculty of Kinesiology and Recreation Management will only consider external courses completed within the last ten years.

Courses deemed acceptable for transfer credit will be awarded, subject to program approval, up to the maximum allowed under the program of admission, based on the Faculty or School's transfer credit policy and residency requirements (consult the section of the University's Academic Calendar at: www.umanitoba.ca/calendar for details).

Students may be asked to provide comprehensive and accurate course outlines or syllabi, as issued by their institution of study, for all courses lacking a current evaluation. Course outlines or syllabi should include

information on: course objectives, outline of the units studied, textbook(s) used, assignments, and accompanying laboratory information, if applicable, to assist in the transfer credit assessment process.

For information on current course evaluations receiving credit, please visit:

www.umanitoba.ca/admissions/tc

While we appreciate that some institutions do not have course information readily available, many students have been able to provide the information requested by contacting the individual departments or instructors at their prior institutions. Students that are unable to provide the requested course information may render themselves ineligible for programs with specific course requirements.

Only successful applicants will be notified of transfer credit results.

Additional information related to transfer credit may be found at:

<http://umanitoba.ca/student/admissions/application/deadlines/transfer-credit.html>

Section 4: Selection Process

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

Selection is competitive and will be based on the applicant's Adjusted Grade Point Average (AGPA) which will be calculated for each applicant. If a student has completed 24 to 30 credit hours of university or university equivalent work, the AGPA will be the student's cumulative grade point average over the total university and/or college work determined to be equivalent to university level regardless of faculty or school completion.

If a student has completed more than 30 credit hours of university work, then the AGPA will be calculated from the most recently completed 30 credit hours of university or university equivalent work. If it is not possible to clearly identify the most recently completed 30 credit hours of work, the sessional average of the session containing the remainder of the

30 credit hours will be used as a representative grade for the remaining hours.

NOTES:

- It is the applicant's responsibility to inform the Admission 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.
- The Faculty of Kinesiology and Recreation Management accepts credit for community college, technical college, or other accredited college course equivalents as assigned by the relevant discipline departments at the University of Manitoba. Such courses are considered for potential transfer credit to the programs and only those courses will be used in establishing eligibility (24 credit hours of university level coursework).
- In the calculation of the AGPA, all courses which have been assigned a final grade are considered "completed" university work, including failed courses. The only exception to this will be courses which have been repeated; in these cases, only the latest attempt of the course will be used in the calculation of the AGPA. Courses graded Pass/Fail will be included in the credit hour count but excluded from the AGPA calculation.
- Courses completed on a full or part-time basis, in all undergraduate and graduate programs, and in Regular and Summer Sessions will be used in the AGPA calculation.

B. Individual Consideration Category

The mission statement of the Faculty of Kinesiology and Recreation Management is the discovery and dissemination of knowledge related to physical activity, human movement, sport, and leisure to improve the health, well-being and quality of life of Manitobans, Canadians and citizens of the world. To achieve this mission, it is important that the student

body within our degree programs is representative of the rich diversity of peoples within the province. A diverse student body enriches the overall teaching and learning climate. The faculty recognizes the need to ensure that its recruitment and admission policies and procedures actively promote the achievement of these and other University of Manitoba priorities.

A holistic review of these characteristics along with all required documentation is used for consideration of applications in the Individual Consideration category, with no particular weight to any one characteristic. Decisions are necessarily subjective; reasons are neither recorded nor given.

1. For the purpose of identification, Individual Consideration will include applicants who identify as one of the following underrepresented group:
 - a) **Canada Indigenous Peoples**
An Indigenous person is a member of a Canadian First Nation, Métis or Inuit community.
 - b) **Racialized Minorities**
Those individuals, other than Indigenous/Aboriginal peoples, who, because of their ethnicity, are a “visible” minority in Canada; to include recent immigrants and refugees.
 - c) **Mature Students**
Students whose age and experience combine to provide them with a unique perspective in relation to the fields of kinesiology, recreation and physical education. This may include those who have an experiential background in sport, physical activity, recreation, the arts or other human service fields (for example, social work, education, nursing, fitness trainer, paramedic, teaching aid) or have been employed full-time for a substantial period of time (i.e., more than three years).
 - d) **ACCESS Program Students**
Those who are members of the University of Manitoba ACCESS program.
 - e) **Persons with Disabilities**
Persons with disabilities are those who would consider themselves disadvantaged by reason of

any physical, intellectual, mental, sensory or learning impairment.

f) **Exceptional Circumstances**

2. Have met all of the Eligibility Requirements as outlined in Section 2.

NOTES:

- No more than 10 percent of the total entering class will be admitted to each degree program in this category each year.
- Students wishing to be considered in the Individual Consideration category must select the Individual Consideration applicant type as well as fill out the Individual Consideration questions available on the Faculty of Kinesiology and Recreation Management application form.
- Individual Consideration applicants will automatically be considered in the general applicant pool and, if competitive, will be offered admission in that category. Students who are not admitted, but who meet the criteria for the Individual Consideration Category, will then be individually considered for admission.

C. 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.

D. 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 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 email accounts remain current and are regularly checked.

Applicants offered admission will have 5 business days to respond and will be required to pay a non-refundable deposit of \$100.00 to indicate their acceptance of the offer. This deposit will be credited to first year fees or forfeited if the applicant subsequently declines.

Section 5: Reconsideration and Appeals

Individuals who wish to have their applications reconsidered should submit their request in writing 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 posted decision date (see Section 8: Contact Information).

Should the student wish to pursue the reconsideration decision of the Selection Committee further, such an appeal will be made in accordance with the Senate Committee on Admission Appeals Procedures.

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

Applicants are advised that appeals of reconsideration decisions by the 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 Faculty of Kinesiology and Recreation Management and Admissions Office are able to assist applicants who seek counselling regarding admission to the Faculty of Kinesiology and Recreation Management. 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. <http://umanitoba.ca/student/saa/accessibility/>

Section 8: Contact Information

Faculty of Kinesiology and Recreation Management	102 Frank Kennedy Centre <i>Telephone:</i> (204) 474-9747 <i>FAX:</i> (204) 474-7634 <i>Email:</i> kinrec@umanitoba.ca
UG Program Administrator	106 Frank Kennedy Centre <i>Telephone:</i> (204) 474-9277
Academic Advisor	103B Frank Kennedy Centre <i>Telephone:</i> (204) 474-9748
Admissions Office	424 University Centre <i>Telephone:</i> (204) 474-8808 <i>Email:</i> admissions@umanitoba.ca

Admissions Officer	Mark Curran <i>Telephone:</i> (204) 474-8810 <i>Email:</i> admissions.kinandrec@umanitoba.ca
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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