



School of Physical and
Occupational Therapy

EXCELLENCE THROUGH GROWTH

Qualifying Year for the MScA
Physiotherapy
2019 Admission

APPLICANT GUIDEBOOK (PT QUALIFYING YEAR)

Welcome to SPOT !

Qualifying Year for the Master of Science (Applied)
in Physical Therapy Program

APPLICANT GUIDEBOOK



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Program Overview

There are only two means by which applicants may qualify for entry into McGill's Master of Science, Applied, in Physical Therapy (MScA-PT) program:

1. By completing McGill's Bachelor of Science in Rehabilitation Science (Major in Physical Therapy) program, or
2. By completing a Qualifying Year (QY) for the MScA-PT program.

No applicant will be considered for entry into the MScA-PT program without having completed one of these two entry requirements, **without exception**.

Foreign trained physiotherapists who do not wish to complete the MScA-PT program may also consider applying to McGill's [equivalency program](#).

Note: the Qualifying Year is not open to applicants who have completed a BSc. in Rehabilitation Science (Major in Physical Therapy) at McGill.

Qualifying Year (QY)

The QY Program begins in the Fall semester, and consists [of 30 credits over 2 semesters](#). Students who successfully complete the QY with a cGPA of 3.0 or better, and who maintain the program's standards of ethics and professionalism, can apply for the five semester MScA-PT program. Places are reserved in the MScA-PT program for QY students who meet all entry requirements. There are no admission quotas for the QY Program for international students, or for Canadian students from outside or within Québec.

Master of Science, Applied, in Physical Therapy (MScA-PT)

The Master of Science, Applied, in Physical Therapy (MScA-PT) is [a 58-credit program, over five semesters](#), including four clinical practica (1,050 hours in total). The educational approach is consistent with adult learning, self-directed learning, reflective clinical practice, and inter-professionalism. Strong links between academic and clinical fieldwork are emphasized. Courses emphasize client-centered and evidence-based practice across the lifespan and health care continuum, and include health promotion from prevention of disability to rehabilitation. The program also includes courses in advanced professional practice, research and educational methodology, and a Master's level research project.

The program is fully compliant with the [Physiotherapy Education Accreditation Canada](#) standards for entry-level physiotherapy education.



Program Timeline

Year	Summer	Fall	Winter
QY		Campus-based Courses: PHTH 550 PHTH 551 PHTH 554 PHTH 563 IPEA 500	Campus-based Courses: PHTH 560 PHTH 561 PHTH 564 IPEA-501
M1	Clinical Practicum 1 (PHTH 571) 7 weeks in April – May Clinical Practicum 2 (PHTH 572) 7 weeks in June – Sept	Campus-based Courses: PHTH 606 POTH 612 PHTH 623 PHTH 652 Professional elective course	Clinical Practicum 3 (PHTH 573) 8 weeks in Jan – Feb Campus-based Courses (9-weeks) POTH 602 PHTH 622 POTH 682 IPEA 502 Professional elective course
M2	Full-time work related to Masters Research Project (POTH-624)	Clinical Practicum 4 (PHTH 620) 8 weeks in Sept-Oct Research Project POTH-624 (registration and credit) Completion (November)* <i>Students may work in PT from this time</i>	Graduation (February)

For more information on our program, please refer to our website: <https://www.mcgill.ca/spot/programs/pt/curriculum>

Alternatively, you can also refer to the Health Sciences calendar: <https://www.mcgill.ca/study/2018-2019/channels/news/2018-19-health-sciences-academic-info-287259>



Tuition & Financial Aid

For information on tuition fees, please refer to the Student Accounts webpage (Fee calculator) on the McGill website: <https://www.mcgill.ca/student-accounts/tuition-charges/fallwinter-term-tuition-and-fees/graduate-fees>

For information on scholarships and financial aid, please refer to the Scholarships and Student Aid webpage on the McGill website: <http://www.mcgill.ca/studentaid/scholarships-aid>. This program is

eligible for Quebec Student Loans and Bursaries and many other provincial or national student funding schemes.

Please note that as this is a professional program, departmental and university funding is limited.



McIntyre Medical & Hosmer Building in Winter



Admission Requirements

Overview:

Those wishing to apply to this program should first review the following conditions. After preparing a file, applicants may open a uApply application by following the directions on [page 11](#).

Requirements:

1. An undergraduate (bachelor's) degree, in any discipline:

- The degree must be completed before the start of the QY with McGill [equivalent](#) cumulative grade point average (cGPA) of at least 3.2 (B/B+) in the bachelor degree only;
 - A bonus of 0.1 will be added to the cGPA of applicants who will complete at least one graduate level degree before the start of the QY;
 - A bonus of 0.1 will be added to the cGPA of applicants who will complete at least one doctoral degree before the start of the QY.
- McGill uses a 4.0 scale which does not include C- (1.7) and A+ (4.3) marks. Please see our [cGPA Conversion Worksheet](#) to determine how the cGPA equivalent is calculated;
- **Upgrading, graduate, or out-of-program courses will not be factored into cGPA calculations.** Only courses taken as part of the undergraduate degree program for credit are counted;
- Applicants with a physiotherapy degree from a university other than McGill must follow the same process;
- Individuals licensed as physiotherapists outside of Canada may wish to consider McGill's [PT Equivalency Program](#).



Admission Requirements

2. Prerequisite courses in Anatomy and Physiology

- Applicant must have at least three **university** credits of Human Anatomy and at least three university credits of Human or Mammalian Physiology **prior** to the start of the QY;
 - These courses may be in progress at the time of application;
 - Applicants must achieve a **mark of B** (70%) or better;
 - These courses may be taken as part of any graduate or undergraduate program or as independent studies.
- **Courses must be completed prior to the start of the QY.**
Successful completion of a course that is in-progress at the time of application will be a condition of admission;
- In order to allow for verification of these prerequisite courses, applicants must enter **all courses taken at the university level** for which the primary focus of the course was human anatomy and/or human/mammalian physiology, in a the [Physiotherapy Prerequisite Courses Form](#);
This Form must be uploaded to the uApply application in the Foundational Courses for PT slot. [An example](#) of a completed form is provided on our website;
- Each course will be assessed following receipt of your final application. SPOT cannot determine equivalencies beforehand.



McGill Main Campus from the Roddick Gates



Admission Requirements

3. Completion of CASPer (Canadian Professional Health Sciences)

- CASPer (Computer-based Assessment for Sampling Personal characteristics) is an online situational judgement test intended to evaluate key non-cognitive competencies for healthcare professionals, as identified by accreditation standards; CASPer is administered by [Altus Assessments](#). **Candidates must complete the CASPer test before the application deadline.** SPOT Accepts the Canadian Professional Health Sciences test (CASPer Sciences de la santé niveau 2);
- There are a limited number of eligible [English](#) and [French](#) testing dates. The test must be done in the **current admission year** (2018-2019);
- Candidates must request that the test results be disclosed to **SPOT**;
- The [CASPer FAQ](#) provides information on registering for CASPer. Please review this document before registering.

4. Resumé / Curriculum Vitae

- The Resumé must be formatted using the [template](#) and [instructions](#) provided for application to the PT QY program;
- [An example](#) CV is provided.
- The document can be in English or French;
- Resumés must be uploaded to your uApply application;
- Note: we do not require or accept references.



Hosmer House - Site of many SPOT teaching spaces

Admission Requirements



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5. Video Statement

- A video (2 minutes or less) in which you explain your decision to apply to the QY for McGill's MScA-PT program;
- The video should allow the admissions committee to evaluate:
 - Your verbal communication skills;
 - Your knowledge of physical therapy;
 - Your interest in physical therapy.

State your full name at the beginning of the video.

- You may present your statement in **English** or **French**.
- The video should be a simple head or upper-body shot, using a plain background, without the use of digital enhancements or special effects;
- The video must be submitted on UApply:
- Only **MP4 format** is accepted;
- The file must be under **60 MB**.

5. Language Requirement Component

- English proficiency requirement is generally waived for Canadians, mother-tongue Speakers, and students who completed university education in English;
- If uApply flags an ESL requirement, candidates should contact us via uApply messenger;
- Various tests accepted. Results must be [sent electronically](#) directly to McGill (institution code 0935).
 - A) TOEFL IBT of 86, no less than 20 or;
 - B) IELTS of 7.0 or;
 - C) [Additional options available](#);
- Students will be required to interact with francophone patients during their placements. French is highly recommended.



Mitigating Circumstances:

Applicants who feel that exceptional mitigating circumstances should be taken into account during the review of their application should, after submitting (paying for) and application, communicate their request via [uApply messenger](#). Should your request be in order, the Admissions Coordinator will create a document upload place on uApply for a Letter of Mitigating Circumstances. This formal letter should be addressed to the SPOT Admissions Committee and provide a detailed reason for why you believe your file should be given special considerations. We recommend including documentation for the reason of your request—such as a medical note, death certificate, or legal attestation.



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Should you have trouble completing or submitting any application requirement due to extenuating circumstances, we encourage applicants to reach out the QY Admissions Coordinator via uApply messenger as early as possible. In exceptional documented circumstances, we may consider alternative arrangements.



Preparing to Apply & Deadlines

Creating your Application:

After reviewing this guide, and [our admissions website](#), candidates may apply using the paperless [uApply system](#). To do so, first create an account, being sure to enter all university education attempted (including abandoned programs, exchanges, transfer credit, online courses, etc). Please note that **failure to disclose all university education undertaken may be considered academic fraud**. College (non-university) and CEGEP education should not be included; however, candidates with college credit which was transfer for credit to a university must include the college transcript in a merged file with the university transcript.

Please be sure to enter the correct degree and university name **exactly** as stated on the academic record (transcript, relevé de notes). The system cannot process an application for which the education history entry does not correspond to the name written on the actual transcript. Once an application is submitted (paid for), applicants can only change the education history by a request via uApply messenger.

Deadlines:

	Canadian Candidates	International Candidates
Payment & Submission	February 10th	January 15th
Final CASPer Testing Date	January 20th (English) January 30th (French)	January 20th (English) January 30th (French)
Document Upload	February 10th	February 10th



Submission & Payment

Application Selection:

Application Type: Degree, certificate or diploma

Program: Qualifying for MScA

Area of Study: Physical Therapy

Term: FALL 2019

Concentration: Qualifying

**** THIS IS THE ONLY WAY TO APPLY TO THIS PROGRAM -
ENTERING ANY OTHER OPTION IS INCORRECT. THE
CONCENTRATION IS REQUIRED****

Following the creation of an application profile, Candidates must submit (pay for) the application. Please be sure to use the correct variables as indicated above to apply to the QY to the MScA in PT. Entering the wrong information will result in SPOT being unable to review your file. Note that submit does not mean submit for review. Rather, submitting an application allows applicants to access all the [uApply features](#), including document upload and communication with the admissions coordinator.

During submission, applicants will need to pay the application fee (approx. \$ 110 for up to two applications). Then, applicants are able to upload their **unofficial** transcripts, [CV](#), and [prerequisite courses form](#) any time prior to the document upload deadline. Incorrect or out-of-date documents can be **replaced** by uploading a new document prior to early review or the document upload deadline. SPOT does not accept anything by post or courier—all submissions must be electronic. If the system requests a proof of English proficiency requirement, please communicate with the Admission Coordinator via uApply messenger. Unofficial transcripts for in-progress studies should be uploaded; however, if they are not available, a receipt or proof of registration will suffice. Please also note that SPOT requires marks for all courses completed in the autumn 2018 semester. Kindly ensure you have provided an updated transcript which includes your autumn 2018 marks prior to the deadline. Should they not be available, please communicate with us via uApply messenger.



Early Review & Final Submission

Following the [document upload deadline](#), all files will be locked from editing and subsequently reviewed by an evaluator. Files found to be incomplete will not be accepted. Note that **a file is automatically submitted for review at the document upload deadline**— there is nothing one needs to do in order to submit an application for review .

Should an applicant be ready for review prior to the document upload, deadline, the candidate may request an **early review** by writing to us on uApply messenger. In this case, the Admissions Coordinator will review the file for completion before it is sent to an evaluator. Should there be any incomplete items, the coordinator will inform the candidate. Please note that early review is only available in limited quantities and on a first-come first-serve basis. As such, SPOT recommends candidates wishing to take advantage of early review make the request prior to January. It is unlikely SPOT will be able to provide this additional support as the document upload deadline draws near.

Any **questions** about the process can be directed to the QY Admission Coordinator using the **uApply messenger system**—please do not call or email for regular questions. uApply messages are always responded to before all other inquiries.



Davis House Lounge



Application Evaluation





Status of Applications & Waitlist

File Status:

An submitted (paid for) application will be reviewed by an evaluator following the document upload deadline or earlier should the applicant request [an early review](#). **No further action is needed to send your file for review**—following the deadline, review begins. Requesting an [early review](#) permits the applicant to profit from a preliminary check by an admissions coordinator to ensure a file is complete. Please note this service is only available in limited quantities and on a first-come first-served basis.

To check the progress of SPOT's admission process, candidates may wish to visit our [Deadline & Application Status](#) page. Also, we suggest regularly checking uApply and your email for messages from the Admissions Team. Please note that the file status listed on your application may remain as *submitted* or be changed to another status. This is normal.

Refusals & Waitlist Status:

Should a file be [incomplete](#), we will communicate with you via uApply messenger before cancelling or refusing an application. In the event that a candidate does not meet a requirement, a letter of refusal will be sent via uApply. Following [pre-review](#) and cGPA calculations, SPOT will rank all candidates using their undergraduate cGPA and CASPer score, with cGPA given more weight. The top portion of files are then sent to [file review](#), with those not selected to move on being sent a refusal letter via uApply.

Following [file review](#), SPOT ranks all remaining candidates based on a mix of their cGPA, CASPer and file review score. Candidates are then selected to be nominated to GPS for admission and for waitlist status. Those not selected for either will be sent a refusal letter. Please note that SPOT draws from the waiting list as candidates cancel their offer of admission—consequently, waitlisted candidates could be sent an offer as late as late August. **SPOT does not disclose a candidates position on the waiting list**



Applicant Checklist

- ◇ Read the [admissions website](#) & this guide;
- ◇ Verify all [application requirements](#);
- ◇ Open an application on [uApply](#), before the deadline;
- ◇ Enter all of your university education information, **exactly** as it appears on your university transcript(s);
- ◇ Verify that you are applying for the [correct program and concentration](#);
- ◇ Submit (pay for) your application, before the [deadline](#);
- ◇ Register and complete [CASPer testing](#) and request the results be sent to SPOT, noting the last eligible [testing dates](#) are in January;
- ◇ Upload all unofficial transcripts, before the [deadline](#);
- ◇ Confirm that you have the prerequisites courses, sent the CASPer results, and completed any other requirements
- ◇ Upload [the prerequisite courses form](#) and your resumé/curriculum vitae to uApply. Submit any other requirements as listed in this guide;
- ◇ Verify [English language proficiency requirements](#) (international applicants). Ensure that the official test results are sent directly to McGill by the testing service, before February 10th;
- ◇ Verify that your transcripts are up to date and complete, and that your supporting documents meet all application requirements, before the [document upload deadline](#) (February 10th);
- ◇ Cross-check uApply Education History against your unofficial transcripts to be sure that all information is correct;
- ◇ Once all documents and files are uploaded to uApply, no further action is required;
- ◇ **Do not modify** your application after 11:59 pm on February 10th.



Offers of Admission

Offer of Admission:

Following file review, SPOT ranks all candidates based on the components of your application. The top candidates will be sent an email offer to nominate their file to GPS. Usually this happens in late May or June; however, early and late nominations are perfectly normal. Should the offer to nominate be accepted, SPOT will recommend the candidate to GPS. This department reviews the admission file to ensure the applicant meets McGill's admissions standards. This may take anywhere between two and five weeks. Should the file be accepted, an offer of admission will be sent via uApply. SPOT will also contact you if any concerns arise or you do not reply to our offer(s) in a timely delay. Further note that nominated files are only refused by GPS for reasons of misrepresentation, error, or extenuating circumstances.

Upon receipt of an offer of admission, applicants will need to confirm the uApply offer and pay a non-refundable deposit. The \$ 300 deposit will be applied to your first semester's tuition. Please note that candidate who no longer wish to join our program should please inform us as soon as possible so another deserving candidate may be offered a place.

Deferrals:

Candidates may defer their offer of acceptance for one year in **very specific circumstances** such as maternity/paternity, health, bereavement, or family crises. Requests for deferred admission must be submitted via email to the QY Admission Coordinator, prior to course registration, and must include a signed letter outlining the reason for the request, addressed to the PT Program Director. The request should, when possible, also include supporting documentation (medical note, etc.).



Unsuccessful Applications

Applicants who are not selected to continue in the admissions process will be informed via uApply as soon as possible. We will also inform candidates via uApply if they are put on a [waiting list](#), which remains open until late August. Should a place become available, SPOT will contact the candidate in a predetermined order based on [file review score](#).

Applications are not held over year to year. If an applicant wishes to re-apply in a future year, a new application, including documentation, will be required. Repeat applicants are not penalized or otherwise affected by past applications except in extenuating circumstances.

Candidates who are not offered a place in the program will be provided with a reason in the letter of refusal. Candidates may not be selected because of ineligibility due to a low cGPA, CASPer score, or missing documentation, because they are not in the top portion of files by cGPA and CASPer score, or because of program capacity. Should a candidate wish for additional information on the reasons for their refusal, they should first review their application against the admission requirements. One may also make a written request for additional information between June 20th and July 30th by emailing the Admissions Coordinator. Please be sure to include your McGill ID, and which program you applied for (OT—QY). To protect the confidentiality of candidates, requests **must be sent from the email used to register on uApply** and cannot be made in person or via telephone. Due to the number of requests, please allow six weeks for a reply. Please note that SPOT does not have access to your [CASPer test](#) and is not able to reveal your specific CASPer score.



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Resources & Help

Getting in Touch:

To provide the best service to our candidates and students, SPOT asks applicants to carefully first review this guide and [the SPOT Admission page](#). Our guide and website has been carefully prepared to assist candidates in submitting the strongest application possible. Furthermore, as this is a professional program, candidates are expected to demonstrate diligence in preparing their application. Should your unique situation not be addressed in the guide, questions should be directed to the QY Admission Coordinator using **uApply messenger**. If you do not have access to uApply messenger, please contact us via email at PTQYadmissions.spot@mcgill.ca - please include your McGill ID (past applicant or student) and application type (OT or PT). While we are happy to assist applicants, **SPOT does not offer pre-admission meetings** in regular circumstances. Note that uApply messages are always prioritized over email.

Please also note that SPOT welcomes communications and documentation in either official language (English or French).

Useful Links:

SPOT Admissions & Documents: mcgill.ca/spot/admissions

SPOT Program Guide: mcgill.ca/spot/programs

Graduate Studies Admissions: mcgill.ca/gradapplicants/apply

Undergraduate Admissions: mcgill.ca/undergraduate-admissions

English Requirements: mcgill.ca/gradapplicants/International/apply/proficiency

Graduate Society Guide*: pgss.mcgill.ca/document/view/document/328/PGSS%20Member%20Handbook.pdf

Tuition Information: mcgill.ca/student-accounts/tuition-charges/fallwinter-term-tuition-and-fees/graduate-fees

**This guide is provided by McGill's graduate students' association. We do not endorse the contents of this guide or attest to its validity.*