

 BRANDON UNIVERSITY	Admission Policy (Graduate Studies Program)	Approved by: Education Faculty Council
Faculty of Education Administrative Policy	First Approved: June 1994	Updated: February 2024

1.0 Policy General Purpose

The admissions policy outlines the process of admitting students.

2.0 Policy Guidelines

Prior to applying to the Master of Education Degree, students are strongly advised to approach the Chair of the Graduate Studies Program, Faculty of Education for information and guidance in working through graduate studies. It is expected that once accepted into the program, graduate students will take the initiative to discuss with their assigned program advisors or the Chair of the Graduate Studies Program, Faculty of Education all matters related to programs, courses, practicum, and the selection of Faculty supervisor(s) for their thesis.

Admission Requirements

1. A B.Ed. degree, *
2. A valid teaching certificate,
3. A minimum of two years teaching experience is normally required,
4. Two letters of reference, attesting to candidate's ability to pursue graduate studies (one academic reference, one supervisor reference). Candidates should provide the names of referees who can provide descriptive comments regarding the candidate's suitability for the selected Program Stream.
5. A minimum grade point average of 3.0, (*proviso: cumulative, as well as last degree gpa(s) where available, compensatory experience may also be considered*)
6. Competence in spoken and written English. Written English competence will be measured by a sample of written work and a statement of interest,
7. Applicants who are accepted to the Master of Education program may also be required to take 07:780 Graduate Scholarly Writing a part of their program.
8. Resumé or Curriculum Vitae (CV)
9. Video/podcast presentation (optional)

Notes:

- Only in exceptional circumstances will applicants without a B.Ed. degree be considered for admission. Applicants with a relevant undergraduate degree and professional experience may apply.
- In considering applications to the Master of Education Program at BU, we consider academic, experiential and personal qualities that indicate potential students are eager, capable and

prepared to engage in graduate studies.

- Applicants are strongly advised to consult the Faculty of Education Graduate Studies Program or the Brandon University Graduate website for curriculum changes.
- The Professional Standards Policy also applies to nil students, applicants, and applications. Violations of the policy may result in the student's application being denied.

Annual Application & Documents Deadline Date: see website for the respective annual application deadlines for Domestic and International applicants.

Master of Education Application Fee

A one-time, non-refundable application fee, payable at time of application.

Conditional Admissions

In cases where applicants do not meet certain admission requirements, the Graduate Education Committee can recommend that the applicant register with 'Special Student' (NIL) status and be approved for up to a maximum of nine credit hours of course work.

3.0 Scope of the Policy

Applies to all students in Graduate Studies program.

4.0 Reference to Other Policies

Professional Standards Policy (Graduate Program)

- Students are expected to attend and participate in all classes whether on-campus or at a distance. Participation in class activities may be considered in the assigning of a grade. (Graduate Calendar 3.7.1)
- If a student must be away, it will be discussed with the instructor, or if unable to do so, immediately after the absence. (Graduate Calendar 3.7.1)
- NIL students and applicants are also expected to adhere to the Professional Standards Policy (Graduate Program)

5.0 Approval Process

Graduate Studies Program
Graduate Education Committee
Faculty of Education

6.0 Appendices

N/A

Procedures

Inquiries may be directed to the Office of the Dean of Education at deanofed@brandonu.ca or (204) 727-9616.