



(photo: Graduate Summative Class “Summer 2019”)

Master of Education Program

Application Information Package



**BRANDON
UNIVERSITY**

Master of Education Admission Requirements:

- Bachelor of Education Degree*
 - Minimum GPA: 3.0
 - Valid teaching certificate
 - Two years of teaching experience (this must be from the employer, on letterhead, confirming dates employed and details of position held)
 - Two letters of reference, attesting to candidate's ability to pursue graduate studies (one academic reference and one supervisor reference)
 - Competence in spoken and written English. Written English competence will be measured by a sample of written work and a statement of interest (as below)
 - Résumé or Curriculum Vitae (CV)
 - Video/podcast presentation (optional): include a link to video or podcast within *Résumé* or CV
 - Pre-Admission Statement of Interest, and Sample of Written Work
 - International students: please refer to the English Proficiency Requirements on the Brandon University website at: [English Proficiency Requirements | Future Students \(brandonu.ca\)](https://www.brandonu.ca/engprof)
- * Only in exceptional circumstances will students without a Bachelor of Education degree be considered for admission. Applicants with a relevant undergraduate degree and professional experience may apply.

Annual Master of Education Application & Documents Deadline: March 15th

Completed online applications are due March 15th each year, for program commencement as of Fall term.

All supporting documents must be included in the online application. Only completed applications will be considered following the March 15th deadline.

Students must complete all Master of Education program requirements within six (6) years of the commencement date of their 1st graduate course registration.

For more information, please contact:

Brandon University
Faculty of Education
Attention: Master of Education Program
270-18th Street
Brandon, Manitoba
R7A 6A9
Tel: (204) 727-7406
facultyedgrad@brandonu.ca

How to Apply:

1) Effective: October 1st:

If you do not already have a BU student number, you will need to first apply to Central Admissions at:

<https://webapp.brandonu.ca/pls/admission/f?p=114:LOGIN:707601778691>

2) Deadline to apply to the Master of Education program: March 15th. If you are applying first to Central Admissions, you will need to do so well in advance of their March 1st deadline, in order to meet the March 15th Master of Education online application & documents deadline.

3) Have the following documents ready for upload to the online Master of Education application:

- scanned copy of valid teaching certificate
- letter from employer(s) confirming a minimum of 2 years of teaching experience (on letterhead)
- Résumé or Curriculum Vitae (CV)
- Statement of Interest*
- Sample of Written Work*

(* please refer to our website for directions)

4) Complete the online Master of Education application, with your BU student number at: <https://webapp.brandonu.ca/pls/med/f?p=124:101#>:

Upload the documents as required, and pay the \$100.00 CDN application fee online, or by mail to our office, with cheque made payable to Brandon University.

5) Letters of Reference: Two letters of reference are required, attesting to candidate's ability to pursue graduate studies (one academic reference, one supervisor reference). At the time of submitting your online Master of Education application, please also send us via email, the names and email addresses of your confirmed referees, via email to: facultyedgrad@brandonu.ca. Candidates should provide the names of 2 referees who can provide descriptive comments regarding the candidate's suitability for the selected Program Stream. Our Graduate Studies Office will then forward the reference form directly to each named referee to complete and return via email. In your email to our Graduate Studies office, please be sure to include your full name, 6-digit student number, and the area of specialization that you are applying into.

6) Ensure that all supporting documents are received by the Graduate Studies Office, and that your Master of Education application is completed by **March 15th**, the deadline for receipt of application and documents.

To confirm receipt of supporting documents at any time, please contact the Graduate Studies Office at: facultyedgrad@brandonu.ca
Please include your full name and student number in all email inquiries.

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What else do I need to know?

- The “annual” Master of Education online application & documents deadline is **March 15th**.
- The decision of the Graduate Education Admissions Committee is final.
- A minimum GPA of 3.0 is required.
- Contact our Graduate Studies Office at: facultyedgrad@brandonu.ca or phone 204-727-7406 if you have any further questions.

Important Notes:

- All applicants will be notified via email, as to the final decision on their Master of Education application by the end of April.
- For those who are accepted to the Master of Education program, an acceptance letter and information package will be emailed from the Graduate Studies Office by the end of May, for program commencement as of Fall (September).

What to Expect in the Online Master of Education Application:

Enter: Full Name, Address, Student Number, Phone Number, Home/Work Email, BU Email. For those whose surname may have changed, and from what currently appears on their BU student record, please be sure to contact Financial & Registration Services first at: finreg@brandonu.ca for assistance with having your surname updated in advance of submitting your online Master of Education application.

Select Degree Program: 1st M.Ed: 36 credit hour Master of Education. For those who have completed a 1st M.Ed. at BU, they may then select a 2nd M.Ed: 24 credit hour Master of Education, for another specialization area.

Select Specialization Area: Choices are: Educational Administration, Inclusive Education, Guidance & Counselling, and Curriculum & Pedagogy.

Work Route: Course route (all are accepted into this route initially).

References: Provide Names for each of your 2 referees, 1: academic and 1: supervisor

Certification: Provide Current Teacher Classification Level (for Manitoba teachers only).

Personal Goals: Who I Am, My Academic Goals, Other Relevant Information.

Supporting Documents: Upload the following documents at time of online application:

-A copy of your valid teaching certificate, as issued by the province, state or country in which you were certified to teach.

-Teaching Experience Letter: this must be from the employer, on letterhead, confirming dates employed and details of position held.

-Pre-Admission Statement of Interest (see directions c/o website link below):

-Sample of Written Work (see directions c/o website link below):

[Admission and Application Procedures | Master of Education Program \(brandonu.ca\)](#)

- Resumé or Curriculum Vitae (CV)

- Video/podcast presentation (optional): include a link to video or podcast within *Résumé* or CV

Master of Education Application Fee: \$100.00 CDN, non-refundable. This is required to complete your application.

Official Transcripts: The Official Transcript(s) showing proof of degree conferral (graduation) must be received at the Central Admissions Office prior to their **March 1st** deadline. If your undergraduate (B.Ed.) degree is from Brandon University, you do not need to submit a transcript, as it will auto upload to your Master of Education online application at time of submission.

NOTE: IF YOU ARE NOT A FORMER BRANDON UNIVERSITY STUDENT:

You must 1st apply online to Brandon University Central Admissions to obtain a student number, before you can then be cleared to continue and apply online to the Master of Education Program. This can take several weeks (or longer if applying from outside of Canada), so be sure to apply online to Central Admissions well before their **March 1st** application deadline in order to, once cleared by Central Admissions to proceed, then move forward and complete the online Master of Education application by the **March 15th** Master of Education application & documents deadline.

Need Help?

Important Contacts:

Brandon University Faculty of Education Master of Education Program 270-18 th Street Brandon MB R7A 6A9 Email: facultyedgrad@brandonu.ca Phone: 204-727-7406 (Office Assistant) or 204-727-7380 (Chair)	Brandon University Central Admissions Office 270-18 th Street Brandon MB R7A 6A9 Email: admissions@brandonu.ca Phone: 204-727-7356 or 204-727-9784
Brandon University Financial & Registration Services 270-18 th Street Brandon MB R7A 6A9 Email: finreg@brandonu.ca (include your full name & student number) Phone: 204-727-9724 or 204-727-7313	Professional Certification Unit (Manitoba): PO Box 700 402 Main Street Russell MB R0J 1W0 Email: certification@gov.mb.ca Phone: 1-800-667-2378

If you have any questions regarding the Master of Education application process or admission requirements, please feel free to contact the Graduate Studies Office at any time, via email: facultyedgrad@brandonu.ca or via telephone: 204-727-7406.