



## MASTER OF EDUCATION - FLEX-TIME SUPPLEMENTAL APPLICATION INSTRUCTIONS

The Master of Education (MEd) program is an interdisciplinary self-growth model designed to prepare educational leaders for learning environments such as classrooms, schools and other learning organizations. You will have the opportunity to explore the major themes of curriculum leadership through the central concepts and framework of education. The program offers the option of completing a thesis, major research paper (MRP) or a research project and seminar.

The program is offered on a full-time and flexible full-time (Flex-time) basis. The Flex-time option is intended to allow working professionals to be engaged in continued employment in areas related to the fields of research. The majority of courses are offered online, however students may have the opportunity to register in selected onsite courses at the Nipissing University North Bay campus. You must have access to a reliable high speed internet connection on a regular basis for this program.

The full-time MEd Program is a two-year program. Students in the Flex-time option may take up to 3-4 years to complete the program.

For further information regarding the Master of Education program, please visit [www.nipissingu.ca/graduatestudies](http://www.nipissingu.ca/graduatestudies).

Program related questions can be directed to the Chair, Graduate Studies in Education at [graded@nipissingu.ca](mailto:graded@nipissingu.ca).

### APPLICATION AND SUPPLEMENTAL DOCUMENTATION SUBMISSION DEADLINES FOR FLEX-TIME PROGRAM:

- For January 2020 start – Deadline: October 31, 2019
- For September 2020 start – Deadline: June 1, 2020

*\*Applications will continue to be accepted after the application and supplemental documentation submission deadlines. Applications will be considered if room remains in the program. Contact [admissions@nipissingu.ca](mailto:admissions@nipissingu.ca) or at 705-474-3450 ext. 4600 to verify if late applications are still being accepted.*

### SUBMIT ALL SUPPLEMENTAL DOCUMENTATION TO:

Nipissing University - Office of the Registrar  
100 College Drive, Box 5002  
North Bay ON P1B 8L7  
Telephone: 705-474-3450 ext. 4600  
Email: [admissions@nipissingu.ca](mailto:admissions@nipissingu.ca)

### ADMISSION REQUIREMENTS:

Applicants must hold a four-year undergraduate degree with at least a 70% average on the last ten full (20 semester) courses at the time of application to be considered for admission.

*NOTE: Non-Academic course grades (e.g. Bachelor of Education, Practical courses, clinical courses, Co-op courses, Placements, etc.) are not used in the calculation of admission averages.*

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**REQUIRED SUPPLEMENTAL DOCUMENTATION:  
(Due January 22, 2020)**

Please submit transcripts, letters of reference and other supporting documentation after you have submitted your online application. Nipissing University cannot verify receipt of transcripts and supporting documents if we have not received your application. You may paperclip your documents. No staples or folders please. Do not bind documents in any other manner.

1. Online application and fee. Application can be accessed from our website: **[www.nipissingu.ca/registrarforms](http://www.nipissingu.ca/registrarforms)**. The base application of \$130 will be paid online through the application. Additional transcript fees may apply.
2. Official undergraduate and graduate transcripts from all institutions attended, including those attended on a Letter of Permission or exchange program. High School or College transcripts are not required. A copy of the transcript from exchange programs can be sent directly by your host institution to Nipissing University if they are willing to do so, otherwise an official transcript must be sent directly from the university where the exchange program was held. Transcripts from Canadian and American universities must be sent directly by the issuing institution to Nipissing University (faxed and emailed copies will only be accepted when we can verify that they come directly to us from the issuing institutions). Internationally-educated applicants (with the exception of exchange programs) must have their transcripts evaluated by the World Education Services – [www.wes.org/ca](http://www.wes.org/ca). The WES credential evaluation is also due by the documentation deadline.
3. Two (2) recommendations (academic or professional, one (1) must be academic) from professors or other appropriate professionals who can speak to their level of preparation and readiness for graduate studies. References cannot be completed by anyone who is personally related to the applicant. Recommendations are to be confidential; therefore, they must be mailed in sealed envelopes with the referee's signature over the seal or emailed by the referee using their professional email address and sent directly to [admissions@nipissingu.ca](mailto:admissions@nipissingu.ca). The Academic Recommendation forms are included in this package. Please indicate to your referee that a comprehensive letter included with the recommendation form will be most beneficial in determining your eligibility for admission.
4. Typed Statement of Intent of between 1000 and 1500 words. Statements should provide the following information:
  - A description of your study and/or research interests (you might choose to identify four or five key words or phrases that relate to your proposed study);
  - An explanation of how/why you became interested in this field of study;
  - Awareness of peer reviewed research (minimum of 2-3 articles) in your intended field of study;
  - Reasons for seeking admission into this particular program in the Schulich School of Education at Nipissing University; and
  - The names of two or three faculty members with whom you might be interested in working with. Please refer to the following link to review faculty members' research interests and methodologies:  
<http://www.nipissingu.ca/academics/graduate-studies/master-of-education/Pages/Research-Supervisor.aspx>
5. A **comprehensive** résumé detailing your educational and professional experience. Please include scholarships and awards, significant academic accomplishments, internships, research projects, involvement in student organizations, volunteer work and publications and presentations.
6. Proof of Proficiency in English for internationally-educated applicants whose first language is not English, also due by the application deadline. Nipissing University accepts the following tests as proof of proficiency in English:
  - TOEFL with a minimum overall score of 93 on the TOEFL iBT, with a minimum of 22 in speaking and writing and 20 in reading and listening
  - IELTS with a minimum overall score of 6.5 and a minimum of 6.5 in reading, listening and speaking and a minimum score of 6 in writing.
  - Pearson Test (PTE Academic) with an overall score of 63, with a minimum score of 60 in each section.

**Applicant:** Please complete this section before presenting to referee

Name of Applicant:

Surname	First	Middle	Student # or OUAC Ref. #
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**Referee:** We would appreciate your appraisal of the above applicant for a Master's degree in the field of Education. The information in the report will be considered confidential.

1. How long have you known the applicant? (MM/YY) From: \_\_\_\_\_ to \_\_\_\_\_

2. In what capacity? \_\_\_\_\_

3. Indicate with an 'X' your evaluation of this applicant with respect to his/her ability to complete a graduate program in the field of \_\_\_\_\_:

	Excellent	Very Good	Good	Fair	Poor	No Basis for Comment
Intellectual Capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scholarly Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. In comparison with other students at the applicant's level, indicate where you would place this applicant.

Among the top  5%  10%  25%  50%  lower than 50%

5. Please attach your letter of reference and comment on the candidate's suitability for the graduate program and a position as a teaching assistant. This letter will be used for admission purposes and scholarship consideration. A comprehensive letter will be most beneficial in determining the applicant's eligibility.

**To the Referee:**

**Please enclose this form and supporting letter in a sealed envelope and write your signature over the seal. Return the envelope to the applicant to submit with their application. Or, you can email the documents directly to the Admissions Office, sent from your professional email account to [admissions@nipissingu.ca](mailto:admissions@nipissingu.ca).**

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Faculty: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Applicant:** Please complete this section before presenting to referee

Name of Applicant:

Surname	First	Middle	Student # or OUAC Ref. #
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**Referee:** We would appreciate your appraisal of the above applicant for a Master's degree in the field of Education. The information in the report will be considered confidential.

- Professional Relationship to applicant \_\_\_\_\_
- Period of relationship upon which assessment is based \_\_\_\_\_  
 From: \_\_\_\_\_ to \_\_\_\_\_
- Indicate with an 'X' your evaluation of this applicant in comparison with others performing similar duties.

		Excellent	Very Good	Good	Fair	Poor	No Basis for Comment
Professional Knowledge and Ability		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Qualities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching Ability		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Relationships with...	Colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Expression		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Expression		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability of Performance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Familiarity with Current Theory & Practice		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- In comparison with others performing similar professional duties, how would you rank this applicant.  
 Among the top  5%  10%  25%  50%  lower than 50%

5. Please attach a letter of reference which speaks to the candidate's strengths, or any concerns you may have with their ability to succeed at the Masters level. This letter will be used for admission purposes and scholarship consideration. A comprehensive letter will be most beneficial in determining the applicant's eligibility.

**To the Referee:**

Please enclose this form and supporting letter in a sealed envelope and write your signature over the seal. Return the envelope to the applicant to submit with their application. Or, you can email the documents directly to the Admissions Office, sent from your professional email account to [admissions@nipissingu.ca](mailto:admissions@nipissingu.ca).

Name: _____	Company/School/ Organization: _____
Position: _____	Address: _____
Signature: _____	Date: _____
Telephone Number: _____	Email address: _____

Protection of Privacy  
 Information requested from students and applicants is collected under the authority of the Nipissing University Act, 1992. Pursuant to the Freedom of Information and Protection of Privacy Act you are hereby notified that: "By applying for admission to Nipissing University and by registering in programs or courses at the University, you are accepting the University's right to collect pertinent personal information. The information is needed to assess qualifications for entry, establish a record of performance in programs and courses, provide the basis for awards and government funding, and to assist the University in the academic and financial administration of its affairs". Additionally, personal information may be used by University staff in many offices on a "need to know" basis to identify and contact students who require their services.