



(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
- Two letters of reference, attesting to character, teaching ability, and scholarly aptitude
- Competence in spoken and written English
- 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 & Sample of Written Work
- International students: please refer to the English Proficiency Requirements on the BU website at: <https://www.brandonu.ca/graduate-studies/international-applicants/english-proficiency-requirements/>

* 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 Application & Documents Deadline: February 15th

Applications are due February 15th each year, for program commencement as of Fall term.

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

Students must complete 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: February 15th. If you are applying first to Central Admissions, you will need to do so well in advance of February 15th, in order to meet the February 15th 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) Download the BU Letter of Reference Form from our application website. Complete page 1 with your information, save, and then distribute to your 2 referees to complete the remainder. Have your referees email the completed/signed reference letter from their work email account, by the Feb. 15th deadline, directly to:

facultyedgrad@brandonu.ca

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

Brandon University
Faculty of Education: Master of Education Program
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Brandon, Manitoba
R7A 6A9
Tel: (204) 727-7406 or Email: facultyedgrad@brandonu.ca

What else do I need to know?

- The “annual” application & documents deadline is February 15th.
- The decision of the Graduate Education Admissions Committee is final.
- A minimum GPA of 3.0 is required.
- Contact 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 application, before April 30th.
- For those who are accepted to the program, an acceptance letter and information package will be emailed before 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 appears different than what currently shows on their BU student record, please contact Financial & Registration Services first at: finreg@brandonu.ca for assistance with having your surname updated in advance of submitting an online application.

Select Degree Program: 1st M.Ed: 36 credit hour Master of Education. For those who have completed a 1st M.Ed. at BU, may choose a 2nd M.Ed, for our 24 credit hour Master of Education

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

Work Route: Course route (all are accepted via 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).

Program Details: Work experience, Academic Honours, and Publications.

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

Master of Education Application Fee: \$100.00 CDN, non-refundable. This is required to complete your application. You may pay online at time of application, or bring/send cash/cheque/money order to the Faculty of Education Office, attention: Graduate Studies Office.

Official Transcripts: The Official Transcript(s) showing proof of degree conferral (graduation) must be received at the Central Admissions office prior to February 15th. If your undergraduate (B.Ed.) degree is from Brandon University, you do not need to submit a transcript as it will auto attach to your Master of Education online application at time of submission.

NOTE, IF YOU ARE NOT A FORMER BU STUDENT: You must 1st apply online to Central Admissions to obtain a student number, before you can apply online to the Master of Education Program. This can take several weeks (or longer if applying from outside of Canada), so please apply online to Central Admissions well before the February 15th deadline in order to then complete the online Master of Education application in time for the February 15th deadline.

Need Help?

Important Contacts:

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

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.