



MASTER OF EDUCATION - FLEX-TIME **(Distance Learning program only)**

2025 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 (commonly referred to as the “course route”).

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. All courses are offered online only. You must have access to a reliable high speed internet connection on a regular basis for this program. For international applicants only, please note that this program does not meet the requirements for a Study Permit.

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. Please note that the MEd program does not lead to certification in the province of Ontario.

For further information regarding the Master of Education program, please visit www.nipissingu.ca/med.

Program related questions can be directed to the Chair, Graduate Studies in Education at graded@nipissingu.ca.

APPLICATION AND FEE DEADLINE:

- For January 2025 start: **October 18, 2024**
- For September 2025 start: **January 15, 2025***

SUPPLEMENTAL DOCUMENTATION DEADLINE:

- For January 2025 start: **October 18, 2024**
- For September 2025 start: **January 22, 2025, at 4:30 p.m. EST**

Applications will continue to be accepted after the application and supplemental documentation submission deadlines. Late applications will be considered if room remains in the program. Contact admissions@nipissingu.ca or at 705-474-3450 ext. 4600 to verify if late applications are still being accepted. Scholarship consideration is not available for this program.*

**Late applications, application fees, and late documentation must be submitted no later than August 1, 2025, for the September 2025 start and November 1, 2024, for the January 2025 start.*

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.

REQUIRED SUPPLEMENTAL DOCUMENTATION:

(January 2025 Deadline: October 18, 2024)

(September 2025 Deadline: January 22, 2025, at 4:30 p.m. EST)

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. The base application fee 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 (diploma programs) 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. See the Transcript section for further information.
3. Two (2) confidential academic recommendations (from professors **OR** other appropriate professionals who can speak to the applicant's level of preparation and readiness for graduate studies. The references must be from someone qualified to address the academic ability and competence of the applicant to undertake 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**. The Confidential 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 would 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:

English Proficiency Test	Minimum Scores
IELTS	6.5 – No bands less than 6.5
TOEFL iBT	93 with a minimum score of 20 in reading and listening and a minimum score of 22 in writing and speaking
PTE – Pearson Test of Academic English	63 with a minimum score of 60 in each section
CAE – Cambridge Assessment English	C1 minimum overall score of 176 with a minimum score of 169
CAEL/CAEL Online – Canadian Academic English Language	70 with no band less than 60

The required minimum scores must be submitted before the candidate can be considered for admission. Duolingo is not accepted.

7. Supervisors

The program admissions committee considers whether there is a faculty member who can supervise your research as part of their decision-making process. Prior to submitting your application, you should review the [list of the MEd faculty members](#). It is strongly encouraged that you contact your top choices for supervisor(s) in advance of submitting your application to inquire whether they are accepting new graduate students for the next academic year and to discuss your specific research interests. To submit an application with a stronger chance of being considered for admissions, please provide information in your statement of interest about what specific area or topic(s) you would like to focus on in your research and identify potential supervisor(s).

DOCUMENT SUBMISSION:

Transcripts and supporting documentation can be submitted in the following ways:

- **Email:** admissions@nipissingu.ca - Emailed transcripts will only be accepted when we can verify that they come directly from the issuing institution.
- **Third-Party Companies (e.g., MyCredits, Parchment):** Please contact your institution directly for assistance with these platforms.
- **OUAC:** Official transcripts from Ontario universities and colleges should be ordered through the Ontario Universities' Application Centre (OUAC) as part of the application process. You must contact your university directly for all transcripts from outside Ontario.
- **Mail:** Nipissing University
Office of the Registrar – Admissions
100 College Drive, Box 5002
North Bay ON P1B 8L7

TRANSCRIPTS:

Current and Former Nipissing Students

- Current Nipissing students and Nipissing former students and/or graduates do not need to order or send Nipissing transcripts. However, if you attended Nipissing prior to 1992, you are considered a Laurentian University student and must request that transcript.

Applicants with Canadian Credentials

- **Ontario:** The fastest and most effective way to send your transcript is by ordering it through the Ontario Universities' Application Centre (OUAC) when you apply. Otherwise, you will need to contact the institution(s) directly to request your transcript(s) and have them sent to Nipissing University by one of the methods listed in the Document Submission section.
- **All Other Provinces:** You will need to contact the institution(s) directly to request your transcript(s) and have them sent to Nipissing University by one of the methods listed in the Document Submission section.

Applicants with International Credentials

- If you have completed post-secondary courses at the undergraduate or graduate level outside of Canada or the U.S. (apart from Exchange studies), you **MUST** have all your foreign transcripts evaluated by World Education Service (WES): www.wes.org/ca. A WES Credential Evaluation Report, including a Course-By-Course Analysis, must be sent directly to Nipissing University by the required supplemental documentation deadline as listed on the supplemental forms. This requirement cannot be waived. No exceptions.

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.

- How long have you known the applicant? (MM/YY) From: _____ to _____
- In what capacity? _____
- Indicate with an 'X' your evaluation of this applicant with respect to their ability to complete a graduate program in the field of Education:

	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"/>

- 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%

- Please attach a current 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:

This Recommendation is confidential. Please enclose this form and supporting letter in a sealed envelope and write your signature over the seal. You can either return the envelope to the applicant to submit with their application or email the documents directly to the Admissions Office, sent from your professional email account to 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"/>

4. 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 current 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:

This Recommendation is confidential. Please enclose this form and supporting letter in a sealed envelope and write your signature over the seal. You can either return the envelope to the applicant to submit with their application or email the documents directly to the Admissions Office, sent from your professional email account to 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.