How to Apply

A step-by-step guide for applicants to graduate programs in Education
Graduate Programs in Education

The Faculty of Education offers a variety of graduate programs including two Master’s certificates, four different Master’s degrees (in six different subject areas), and a PhD degree:

- Master’s Certificate of Human Resource Administration in Education (course route only)
- Master’s Certificate of Teaching English to Speakers of Other Languages (course route only)
- Master’s of Education in Curriculum and Instruction (course, practicum, project, or thesis routes)
- Master’s of Education in Educational Administration (course, practicum, project, or thesis routes)
- Master’s of Education in Educational Psychology (course, practicum, or thesis routes)
- Maîtrise en éducation française, développement de programmes et didactique (cours, projet, ou thèse)
- Master’s of Adult Education (course, project, or thesis)
- Master’s of Human Resource Development (course, project, or thesis)
- Doctor of Philosophy in Education (thesis only)
Master’s Certificate in Human Resource Administration in Education

• provides enhanced knowledge of human resource administration for administrators at various levels within educational organizations
• application deadlines: February 15 for Fall admission, October 15 for Winter admission

Master’s Certificate in Teaching English to Speakers of Other Languages

• builds teacher knowledge in the area of English language instruction to speakers of other languages
• application deadlines: February 15 for Fall admission, October 15 for Winter admission

Please note that international students are not be eligible for Master’s Certificate programs because of Visa and Study Permit regulations (i.e. International students must be full-time, however Master’s Certificate programs are only available part-time).
**MEd in Curriculum and Instruction**

- professional preparation of individuals who will have roles in developing and implementing the instructional programs of educational institutions at the elementary and secondary levels
- application deadlines: February 15 for Spring/Summer or Fall admission, October 15 for Winter admission

**MEd française, développement de programmes et didactique**

- un programme en développement de programmes et en didactique, se concentrant sur des questions particulières à l’éducation en français dans des situations linguistiques minoritaires; l’enseignement du programme et la rédaction des travaux se font en française (program in curriculum and instruction focusing on issues specific to French language education in minority settings; French is the language of instruction and assignments)
- next application deadline: to be determined
MEd in Educational Administration

• designed to serve the needs of practicing school administrators and those who wish to prepare for a career in educational administration
• application deadlines: February 15 for Spring/Summer or Fall admission, October 15 for Winter admission

MED in Educational Psychology

• emphasizes training and research in general guidance and counselling activities
• application deadline: February 15 for Fall admission only
Master’s of Adult Education
• prepares individuals for specialized educational roles in adult training institutions
• application deadlines: February 15 for Spring/Summer or Fall admission, October 15 for Winter admission

Master’s of Human Resource Development
• prepares individuals for specialized educational roles in organizations involved in training and development
• application deadlines: February 15 for Spring/Summer or Fall admission, October 15 for Winter admission
Course, Practicum, Project, and Thesis Routes

- **COURSE**: The course-based master's program is designed to provide the student with a non-research route to the degree. Course students are given six years to complete their degree (because of the greater number of courses required).

- **PRACTICUM**: The practicum-based master's program is designed to provide the student with a practical experience in the field as opposed to a theoretical or research based study. Practica are not research based. Students must complete a required number of courses and a variable credit practicum (6.0 - 15.0 credit hours, depending on the program). A practicum report detailing the field experience is required. Practicum students are given six years to complete their degree (because of the greater number of courses required).

- **PROJECT**: The project-based master's program is designed to provide the student with the chance to apply theory in the field. Projects may have a research element, but of more limited scope and the research is not independent, original research. Students must complete a required number of courses, a 6.0 credit hour project, and must submit a project report of the theory/application. Project students are given six years to complete their degree (because of the greater number of courses required).

- **THESIS**: The thesis-based master's program provides the introduction to scholarly activities and independent, original research and is generally critical to students intending further study at the doctoral level. Students must complete a required number of courses and a 15.0 credit hour thesis. Students in thesis-based programs are required to successfully defend their thesis. Thesis students are given five years to complete their degree. (PhD students are given six years.)
Master’s: Minimum Application Requirements

- You must have a four-year degree applicable to the program (normally a BEd, BHRD, or BAEd, or equivalent).
- You must have a minimum grade point average of 70%. Please note: if you studied at a university outside Canada you must meet the Minimum Standards of Admission provided by the Faculty of Graduate Studies and Research for your country (http://www.uregina.ca/gradstudies/future-students/international-students/before-apply/minimum-standard.html)
- You must have at least two years of teaching or other relevant professional experience.
- You must demonstrate proficiency in English (see Checklist item 5 of 12).
- Your confidential referees must support (i.e. Highly Recommend or Recommend) your application.
Doctor of Philosophy in Education

- designed to prepare educational leaders with knowledge and expertise in educational theory and practice, and more specialized knowledge in a particular area of Education
- a mentored program: students enter the program under the mentorship/supervision of a specific faculty member who will guide the student's academic development; the mentor will facilitate the development and the integration and assimilation of the student into the academic community
- application deadline: February 15 for Fall admission
A note to applicants about what “mentored” means in terms of research supervision:

The PhD degree program in Education is a mentored program: Doctoral students must conduct their studies and research under the supervision of a Faculty Supervisor who is accredited, interested, and available to supervise in the proposed subject area of study. Applicants must identify a specific subject area of research and make contact with those faculty members in that area who may be able to serve as the Faculty Supervisor (if accepted). Applicants are encouraged to contact faculty members directly about potential supervision or contact the Associate Dean, Faculty of Education, Office of Research and Graduate Programs for more information. Please note that any expression of interest from a potential Faculty Supervisor does not guarantee acceptance.

A list of faculty members is located on the Faculty of Education, Faculty Directory web page (http://education.uregina.ca/index.php?q=faculty.html).

Faculty members at the Assistant Professor, Associate Professor, and Professor level are eligible to (co) supervise doctoral students.
PhD: Minimum Application Requirements

• Normally, applicants must have obtained a thesis-based Master's degree in the discipline to qualify as a doctoral student. Applicants must have academic credentials consistent with being fully-qualified to undertake graduate work at the doctoral level. The categories of probationary or qualifying student do not apply at the doctoral level.

• You must have a minimum grade point average of 70%. Please note: if you studied at a university outside Canada you must meet the Minimum Standards of Admission provided by the Faculty of Graduate Studies and Research for your country (http://www.uregina.ca/gradstudies/future-students/international-students/before-apply/minimum-standard.html)

• You must have at least two years of teaching or other relevant professional experience.

• You must demonstrate proficiency in English (see Checklist item 5 of 12 of this Guide).

• Your confidential referees must support (i.e. Highly Recommend or Recommend) your application.
PhD: Minimum Application Requirements, continued

A note to those applicants without a thesis-based master’s degree: Normally, applicants must have obtained a thesis-based master's degree in the discipline to qualify as a doctoral student. Applicants without a thesis must provide evidence of their ability to undertake doctoral-level research, for example:

• presented papers at relevant conferences
• received an independent research award (e.g. SSHRC, Stirling McDowell Foundation)
• published (e.g. articles in recognised, refereed journals)
Online Application Process: Getting Started

A. On the University of Regina homepage www.uregina.ca click on “Graduate Students” in the yellow menu on the left of the page.

B. On the Faculty of Graduate Studies and Research webpage click on “Future Students” in the menu under the banner.

C. On the Future Students webpage click on “Online Application Process” in the grey menu on the left of the page.
D. Read through the Online Application Process introduction and then click the link in the “Apply Now” section to access the Online Application Login page (https://banner.uregina.ca/prod/sct/bwskalog.P_DispLoginNon).

**Current User**
- Login ID is your nine-digit University of Regina Student ID Number.
- PIN is your six-digit U of R Self-service PIN.

**New User**
- If you are a previous University of Regina student and you remember your nine-digit U of R SID, use that as your Login ID.
- If you don’t remember/have a U of R SID then enter a unique Login ID (maximum length: nine characters/digits).
- Create your own PIN (maximum length: six digits).
- Write down your Login ID and PIN!
E. Once inside the Online Application, click on “New” to begin your application.

F. Select “Graduate” from the Application Level. Also indicate if you are a Canadian Citizen/Permanent Resident OR if you are an International applicant.
G. In the Apply for Admissions screen select the term in which you would like to begin your studies, if accepted.

Please note: if you apply for and are accepted to a specific term you may not register for classes prior to that term. For example, if you apply to the Fall 2014 term and are accepted for the Fall 2014 term you may NOT register for classes in the Spring/Summer 2014 term.
H. Entering your First, Middle, and Last Name in the Apply for Admissions screen:

**Current User**
- Your name will automatically fill in on the screen.
- If your legal name has changed (e.g. marriage, divorce, etc.) since your last attendance, please do not try to change it here, instead submit a paper Name Change form ([http://www.uregina.ca/gradstudies/assets/forms/GraduateStudent_ChangeofName.pdf](http://www.uregina.ca/gradstudies/assets/forms/GraduateStudent_ChangeofName.pdf)).

**New User**
- Please enter your legal first, middle, and last name (family, surname) into the appropriate fields.
- Do not use initials in place of any part of your name.
- If you were a previous U of R student please use the name you used during your last attendance.

Last updated: 22 January 2015
I. There are 12 sections in the Application Checklist. After entering any, or all, data in a section, a checkmark will appear next to that section. When you have provided all necessary information, click “Application is Complete”. You will then be directed to the Application Fee Payment page.

Incomplete applications may be updated at a later time. If you wish to complete your application later, click “Finish Later”. At that time you can login using your Login ID and PIN.
Navigation in the Checklist

• Click “Checklist” to return to the Application Checklist screen.
• Click “Continue” to move to the next item on the Checklist.
• Click “Finish Later” to return to the Application Menu.
• Don’t use the “Back” or “Forward” buttons on your web browser as this could result in errors when you submit your application and fee.
• You can return to the Checklist without saving changes by clicking “Return to Checklist without saving changes” at the bottom of the screen.
Name
(Checklist Item 1 of 12)

• Enter your full legal name (using proper case and no initials). If your last name is hyphenated do not place space between the text and hyphens (e.g. Smith-Jones). Use upper and lower case letters as required (e.g. Smith, MacDonald, von Trapp).

• Please enter a previous/maiden name which might be on any associated documents the University receives. This will assist in the matching of required documents to complete your application.

• Enter a preferred name, if used (e.g. if you prefer to use a shorter form of your legal name, “Katie” instead of “Katherine”).
Address and Telephone
(Checklist item 2 of 12)

• The University will mail important information to your mailing address. Please ensure your address is up-to-date and accurate!

• Do not include the # symbol in either street addresses or post office boxes, for example:
  3C-1234  9TH  ST  NW     or      PO BOX 141

• If you move, please notify the FGSR Office by e-mail (grad.studies@uregina.ca).
Personal Information
(Checklist item 3 of 12)

• DATE OF BIRTH: To create student accounts at the University of Regina, we require your Date of Birth (this is used to distinguish you from someone with the same or similar name).

• CITIZENSHIP: Indicate your citizenship status in Canada. If you are a Permanent Resident of Canada, a copy of your documentation must be mailed to:
Faculty of Graduate Studies and Research
North Residence (NR 110.2)
University of Regina
REGINA SK Canada S4S 0A2

• ABORIGINAL ANCESTRY: Provision of this information is optional. Aboriginal ancestry information is used by the University to gain a better understanding of its student body and for statistical reporting.
Personal Information, continued
(Checklist item 3 of 12)

• **EMAIL**: This address will be used for ALL correspondence during the admission process.
(Please note: Upon admission all students are assigned an official University of Regina student e-mail address; if you are accepted you will be instructed on how to access this e-mail address and all future e-mail will be sent to your University of Regina student e-mail address.)

• **U of R EMPLOYEE?**: Click either “Yes” or “No” as applicable.

• **CONFLICT OF INTEREST FORM**: Full time University of Regina employees must submit the Faculty of Graduate Studies and Research Conflict of Interest Declaration for Members of the University Staff as Candidates for Graduate Programs (http://www.uregina.ca/gradstudies/assets/forms/Conflict%20form%20and%20policy%20rev%20Aug%202011.pdf).
Additional Telephone & Email (Checklist item 4 of 12)

• Enter your cell phone number.
• Enter your work/business phone number.
• If you are an International applicant: Please enter your full phone number, including country code, etc. exactly as it would be dialled.
• Enter an alternate e-mail address.
Citizenship and First Language (Checklist item 5 of 12)

• Select your country of citizenship.
• Select your country of birth.
• Select your first language.

Please note: if your first language is not English, you are required to demonstrate English Language Proficiency in ONE of three ways:

1. provide results from a recognised test
   (http://www.uregina.ca/gradstudies/future-students/international-students/before-apply/english-requirements.html)
   OR

2. have obtained a degree from an institution where the language of instruction was English
   (http://www.uregina.ca/gradstudies/future-students/international-students/before-apply/exempt-universities.html)
   OR

3. successfully complete ESL 050 at the University of Regina
A proxy is another person (e.g. family member, friend, or educational consultant) whom you have authorised to access your application on your behalf.

If you don’t want anyone else to be able to access your application on your behalf select “None” from the Proxy Type drop down menu, check “No” for the Educational Consultant, type “None” in the business/company name field, and click “Continue”.

If you want family member, friend, or educational consultant to be able to access your application then enter their name and, if necessary, company information into the fields provided.

Be advised: All information added to your application by a proxy is treated as though you entered it yourself – it is binding!
Planned Program of Study
(Checklist item 7 of 12)

• The Faculty of Education offers a variety of graduate programs, please ensure you select the correct program from the menu!

Last updated: 22 January 2015

Faculty of Education, University of Regina
Planned Program of Study, continued
(Checklist item 7 of 12)

• Consultation with the academic unit:
  If you talked or corresponded with any University faculty or staff member(s) please check “Yes” and type their name(s) into the contact field.
  If you have any questions about your application, please e-mail edgrad@uregina.ca or phone: 306-585-4502.

• Financial support: The Faculty of Education does not offer financial support. Applicants are encouraged to apply for scholarships or awards (http://www.uregina.ca/gradstudies/scholarships/index.html).
Previous College or University (Checklist item 8 of 12)

• You must provide information for EVERY post-secondary education you have ever attended, regardless of whether or not you completed your studies. For example:
  You obtained your degree from the University of Alberta, but one year of your degree was as a visiting student at Université Laval: make one entry for the University of Alberta and then another entry for Université Laval.
  You obtained your degree from the University of Saskatchewan, and then several years later took a class or two from Athabasca University for professional development: make one entry for the University of Saskatchewan and then another entry for Athabasca University.
  You went to SIAST before you obtained your degree from the University of Saskatchewan: make one entry for SIAST and then another entry for the University of Saskatchewan.

• To enter your previous college/university information, click “Lookup College Code”.
Previous College or University, continued

(Checklist item 8 of 12)

For example, to enter the University of Saskatchewan as your Previous College:

- Select “Saskatchewan” from the State or Province menu.
- Click “List Cities”.
- Select “Saskatoon” from the College City menu.
- Click on “List Colleges”.
- Select “U of Saskatchewan” from the Select College Name menu.
- Click on “Copy Selected College”.

Last updated: 22 January 2015
Faculty of Education, University of Regina
Previous College or University continued (Checklist item 8 of 12)

You will be returned to the Previous College or University screen and the address of the university will appear in the fields. However, you must still:

• Enter the date you began your studies
• Enter the date you ended your studies
• Check if the language of instruction was English
• Select the degree name from the drop-down menu
• Enter the date your degree was awarded

If you studied at that university as a casual or undecided student select “Undeclared” in the Name of Degree Pursued field.
Official Transcripts from Previous Colleges or Universities

• You must supply one transcript for EACH post-secondary institution you attended, regardless of whether you obtained a degree or simply took one course at that institution (Yes, even if you received transfer credit for that course to your degree!).

• You must supply new transcripts to support your graduate application: If you were a previous University of Regina undergraduate student the Faculty of Graduate Studies and Research isn’t allowed to reuse transcripts you provided for your undergraduate application.

• The Faculty of Education encourages applicants to submit official transcripts whenever possible (and in particular for domestic applicants). Although the Faculty of Graduate Studies and Research will process an application with unofficial transcripts any such recommendation for admission will be CONDITIONAL. Applicants who receive a conditional offer of admission aren’t permitted to register until their official transcripts have arrived, which could result in a delay to the start of your program.
Test Scores
(Checklist item 9 of 12)

• If your first language is not English and the degree you received was not delivered entirely in English (see Checklist item 5 of 12) then you must enter test information for a test of English Language Proficiency (e.g. TOEFL).

• The Faculty of Education does NOT require applicants to take the GRE or any other college entrance test.

• If you have no results to report, click “Continue”.

Last updated: 22 January 2015
Confidential Recommendation
(Checklist item 10 of 12)

• **References from current University of Regina students will NOT be accepted.**

• You must provide the names and e-mail addresses of two qualified referees who can critically assess your ability to do research and advanced courses.

• References should be current (e.g. someone you have studied or worked with in the past two years).

• Each confidential referee must complete a Confidential Recommendation form (http://www.uregina.ca/gradstudies/assets/forms/Confidential%20Recommendation.pdf).

• Applicants to either of the Master of Education in Educational Psychology degree program practicum routes must also ask their Confidential Referee to provide some commentary on the qualities that you possess that would be beneficial when helping others (e.g., when engaged in the types of duties performed by Educational Psychologists or counsellors).

• Confidential Reference forms must be mailed/delivered to the FGSR office in a sealed envelope with the referee's signature across the seal:

  Faculty of Graduate Studies and Research
  North Residence (NR 110.2)
  University of Regina
  Regina SK Canada S4S 0A2
Personal Statement and Résumé
(Checklist item 11 of 12)

Personal Statement: Master’s Applicant

• Your personal statement must address each of the following:

1. Please describe your specific area of academic interest, and explain what motivated you to choose this area. (If your undergraduate or graduate degrees aren’t in Education, also explain why are you interested in the field of Education.)

2. Describe how your past education, professional and other experiences have prepared you to be successful in this graduate program. (If there is some aspect of your application that you need to explain, [e.g., a poor academic average] also provide a brief explanation.)

   Applicants to either of the Master of Education in Educational Psychology degree program practicum routes must also: (a) briefly describe any experience you have had (if any) in conducting psychological assessments or counselling others, and (b) discuss your thoughts about how you might approach the task of helping others as an Educational Psychologist or as a counsellor.

3. Describe what you hope to achieve in this graduate program. (Applicants to the thesis route should also include a statement about future research interests.)

4. Describe why this particular graduate program at the University of Regina may help you fulfill your long term aspirations/objectives.

• Say what you need to say, but be concise. A well-written Master’s Personal Statement is unlikely to exceed a total of 500 words (for all four questions).
Personal Statement and Résumé, continued (Checklist item 11 of 12)

Personal Statement: PhD Applicant

• Your personal statement must address each of the following:

  1. **Please describe your specific area of academic interest, and explain what motivated you to choose this area.** (If your undergraduate or graduate degrees aren’t in Education, also explain why you are interested in the field of Education.)

  2. **Describe how your past education, professional and other experiences have prepared you to be successful in this graduate program.** Are you prepared academically, professionally, and personally to take on the challenges of a full-time PhD program? Also, if you did not complete a thesis-based masters you must provide evidence of “being fully-qualified to undertake graduate work at the doctoral level” that is, evidence of your research ability (e.g. presented papers at relevant conferences, received an independent research award, or published/co-published articles, etc.).

  3. **Describe what you hope to achieve in this graduate program.** (PhD Students must also include an outline of their research interests/ proposed area of study.)

  4. **Describe why this particular graduate program at the University of Regina may help you fulfill your long term aspirations/objectives.**

• Be concise! A well-written PhD Personal Statement is unlikely to exceed 2,500 words (for all four questions).
Personal Statement and Résumé, continued (Checklist item 11 of 12)

Résumé

Prefer format based on a modified *curriculum vitae* outline:

1. Employment
   - Must include the start and end dates (at least month and year) for each position (e.g. September 2005 to present, January 2003 to August 2005).
   - Prefer reverse chronological order: current/most recent experiences first.
   - Briefly outline responsibilities/duties.
   - List unpaid internships or practicum experiences separately.

2. Education History

3. Awards (e.g. academic or professional awards)

4. Publications (e.g. articles, chapters, books you have written or co-authored; or articles written about you related to your academic/professional career)

5. Presentations and Conferences (e.g. where you have presented posters, papers, etc.)

6. Professional accomplishments, memberships

7. Other information (e.g. volunteer work, interests, etc.)
Declaration/Signature
(Checklist item 12 of 12)

• Please read the Declaration.

• If you agree, check “Yes”.

• If you do not agree, check “No” and your application will not be processed.

• Click “Continue”.

Last updated: 22 January 2015
Faculty of Education, University of Regina
Application Checklist Complete

• When you have completed each of the required sections a ✓ will appear next to that section.
• Click “Application is Complete” to pay your application fee.
Admissions Agreement

• Please read the Admissions Agreement.
• If you agree to the terms, check “I agree to the terms”.
• If you do not agree, check “I do not agree” and your application will not be submitted.
Application Fee Payment

- The application fee is $100.00 (Canadian) and can be paid by credit card.
- The application fee is non-refundable.
- When you have paid the application fee you will receive receipt of payment by e-mail.
In Conclusion

• After you pay for your application you will also receive a confirmation page and/or an e-mail from the Faculty of Graduate Studies and Research to verify that your application has been received or if they require additional information to complete your application.

• If you receive an e-mail that your application is incomplete please address the issue(s) as quickly as possible because incomplete applications can’t be reviewed. The Faculty of Graduate Studies and Research keeps incomplete applications on file for one year, after which the application is shredded. Any applicant who wishes to reapply must complete a new application, submit new support documents, and pay a new application fee.

• If you have any other questions about graduate programs in Education please e-mail (edgrad@uregina.ca) or phone our office (306-585-4502).