THE UNIVERSITY OF BRITISH COLUMBIA
Department of Educational Studies

Steps to Completion in Campus-based M.Ed. Programs
(Revised August 2022)

Abbreviations used:

EDST	Department of Educational Studies
G+PS	Graduate & Postdoctoral Studies
POS	Program of Studies
GCALE	Graduate Certificate in Adult Education and Learning
GCHIE	Graduate Certificate in Higher Education

Note: The order of some of these events may vary depending on the circumstances and some events may occur simultaneously. Events in cohort-based and online M.Ed. programs vary.

1. **Admission**
    Applicants submit required materials using the online UBC application system accessible through the G+PS website. The Department then reviews the application and makes an admission decision based on all available evidence (transcripts, reference letters, statement of intent, etc.). The applicant is notified by email and, if admitted, must accept or decline the offer in the system following the link provided in the offer of admission. An offer of admission is good only for the academic year in which it is made.

*   **For Graduate Certificate in Adult Learning and Education (GCALE) or Graduate Certificate in Higher Education (GCHIE) students**: If you are interested in pursuing an MEd program, you will need to apply to the master's program. Upon admission to an MEd program, you should request to transfer 12 credits from your certificate program into the master's program as long as the courses are taken within five years before you start the Master's Program.

2. **Appointment of Program Advisor**
    A pro tem program advisor is designated at the time of admission or upon a student's acceptance of the admission offer. The pro tem advisor is responsible for assisting the student in initial selection of courses and in completing initial registration. The student is responsible for contacting the advisor and arranging an appointment to discuss course selection prior to initial registration.

    A student may, through the Graduate Advisor, request a change of advisor at any time as long as another qualified faculty member has agreed to serve in this capacity. To start the process, the student needs to discuss the change with the original advisor and request a change by filling out the form here, and have it signed by the new advisor. This form should be submitted to the Graduate Advisor gradadvisor.edst@ubc.ca and the Graduate Program Assistant grad.edst@ubc.ca to be processed.

3. **Completion of Program of Studies Worksheet**
   The Program of Studies (POS) worksheet is completed by the student in consultation with the advisor, prior to the student's initial registration. Changes can be made to the POS from time to time, but all changes must be approved by the advisor. A completed and signed POS worksheet should be submitted by the advisor to the Graduate Program Assistant who will save a copy in the student's file. A copy of the completed worksheet is provided by the advisor to the student.

4. **Continuous Registration and Program Interruption**
   It is the student's responsibility to maintain registration throughout the program and to enrol in and complete all courses included in the POS. If for any reason the student must temporarily interrupt studies, an immediate request should be made to the advisor for a leave of absence from the program. Information about types of leaves and the policies governing each can be found in the G+PS website.

5. **Coursework Only Option for MEd Programs**
   All MEd programs in EDST can be completed through course work only (that is, instead of writing a Graduating Paper, students take another 3-credit course for a total of 10 courses). If students choose to take this route, they should consult their advisor about the courses they should take to complete their program.

   Students should inform and consult their advisors when they need to change their POS. At times, students may take courses at UBC Okanagan (UBCO), in which case, you need to apply for authorization and course registration using the authorization form. You may also take courses from other universities that have formal agreements (e.g. Western Deans' Agreement) for credit transfer with UBC. You however will need to apply for authorization and course registration by filling out the authorization form

   Upon successful completion of the courses (please note the criteria that you would need to meet in order to get the credits transferred to your MEd program), **you will also need to apply for credit transfer**. For related information, please visit G+PS website.

   Once students complete the required 30 credits of coursework (which may include a graduating paper or capstone project), they should apply for graduation (see item 10). The Graduate Program Assistant will send a graduation checklist to students' program advisors, who will need to confirm that the students have met the program completion requirements.

6. **Selection of Graduating Paper/Project Supervisor**
   Students in most MEd programs in the department have the option of completing a graduating paper or project (EDST 590). Students in these programs usually approach prospective graduating paper/project supervisors and ask if they would be willing to serve. Should you be interested in completing a graduating paper or project, please familiarize yourself with our graduating paper guidelines.

   If the graduating paper supervisor is different from the program advisor assigned to the student at the time of the admission, the graduating paper supervisor will become the student's graduate advisor and be responsible for approving and signing off the student's graduation

checklist.

7. **Approval of Graduating Paper/Project Proposal**
Work on the graduating paper/project may begin at any time during coursework, although most of the students choose to do it during the last term of their programs. The form of the proposal and the process used to produce a graduating paper vary across programs and specializations. Typically, the student and the supervisor discuss, negotiate, and modify the proposal until it is acceptable to both. A second reader is required for all graduating papers/projects and is usually another faculty member from EDST. The graduating paper supervisor may involve the second reader in the approval of the proposal although in most cases, the second reader is only involved in the assessment of the graduating paper when it is completed and approved by the supervisor.

Students cannot self-register in a graduating paper. Instead, they first need to contact the Graduate Program Assistant to register for EDST 590 Graduating Paper for the term in which they plan to complete their paper and project.

8. **Graduating Paper/Project Preparation and Revision**
An agreement should be reached between the student and the supervisor regarding the preferred approach to preparing the paper/project. The student may continuously consult with and receive feedback from the supervisor as drafts are produced. The supervisor should be ready to take the initiative in providing advice and support.

Generally, faculty members expect to have two weeks (10 working days) to read material submitted by students. Students can reasonably expect faculty to provide written and/or oral feedback shortly within two weeks after the work is submitted, unless the faculty member indicates when the draft is received that more time is needed.

9. **Graduating Paper/Project Approved by Supervisor and Second Reader**
The student submits the final and approved paper/project in proper style and format as specified by the Department and supervisor. When both the supervisor and second reader agree that the paper/project is satisfactory, they send the pass/fail standing to the Graduate Program Assistant.

Students have the opportunity to submit their final paper to the UBC cIRcle site. Faculty supervisors/advisers must fill out our Student Submission Approval Form. According to G+PS, **only submissions of exemplary quality should be approved.** The student then uploads the paper to cIRcle by following the instructions here. Once the paper has been uploaded, the following pages need to be sent to the Graduate Program Assistant in order for the Program Completion memo to be completed:
- Paper title
- Abstract
- Dated cIRcle upload print out

10. **Graduation**
The student is responsible for completing, by the published deadlines, an Application for Graduation. The Graduate Program Assistant would prepare the graduation checklist for the students. The advisor reviews and signs the checklist and return it to the Graduate Program

Assistant.

It is important for students to maintain an up-to-date email and mailing address on the Student Service Centre portal in order to receive information on graduation.

11. **Celebration!**