

Part Twelve

GRADUATE STUDIES

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1. **ADVICE AND INFORMATION**

The University of Lethbridge offers two distinct post-baccalaureate programs leading to Master's degrees: a Master of Arts (M.A.) or a Master of Science (M.Sc.) program; and the Master of Education (M.Ed.) program.

The liberal education orientation of undergraduate degrees at the University is complemented by the more specialized focus of graduate degrees.

The Master of Education program is designed for practicing educators and other professionals playing education leadership and training roles in their respective work milieux. Through graduate courses, projects and, optionally, a thesis, the program offers students a wide range of experiences and opportunities for developing knowledge and enhancing skills as a professional educator.

In the M.A. or M.Sc. program, the central experience is the pursuit of scholarship culminating in the creation of a thesis. The subject matter of a thesis may reflect themes which are broad and integrative or highly focussed and specific.

The responsibility for implementation of graduate programs at the University has been delegated by General Faculties Council to the Council on Graduate Studies, under the auspices of the Office of the Vice-President (Academic). The Council on Graduate Studies has assigned responsibility for many of the day-to-day operations of the M.A. or M.Sc. and M.Ed. programs to the M.A. or M.Sc. and M.Ed. Program Committees, each directed by its respective Coordinator of Graduate Studies.

2. **M.A. or M.Sc. PROGRAM**

a. **Statement of Purpose**

The Master of Arts or Master of Science program offers students in a wide range of disciplines the opportunity to earn a Master's degree by writing a thesis and successfully completing a limited number of courses. The number and details of the courses are determined at the time of admission to the program. Although degrees are awarded in specific disciplines, the program is

administered centrally, rather than by individual departments or faculties.

Graduate degrees traditionally have been awarded for the successful completion of a satisfactory thesis. The thesis route expresses the fundamental tradition of academic scholarship. It also relates to the University's undergraduate programs, because the creation of a thesis in any discipline calls for a range of skills which are central to the liberal education tradition, including analysis and synthesis of ideas, empirical investigations, the construction and articulation of arguments, and writing skills.

Because of the nature of the M.A. or M.Sc. program, the thesis forms the central requirement of the program. At the Master's level, a thesis project involves close collaboration between supervisor and student. Consequently, it is necessary for a candidate to establish contact with potential supervisors prior to application for admission. Candidates seeking prospective supervisors should contact either the relevant academic department or the Office of the Vice-President (Academic) of the University.

b. **Admission Requirements**

1. **Academic Qualifications for Admission**

Applicants normally must meet the following minimum requirements before the University will consider admission:

- a. A 40 semester course Baccalaureate degree, or its equivalent, in the discipline of interest or in a closely cognate discipline from a recognized university.
- b. A minimum grade point average of 3.00 (based on a 4.00 scale) on the last 20 graded university-level semester courses.

Other applicants will be considered on a case by case basis. Preference is given to students whose proposed research is related to the supervisor's funded research program.

Students who are not Canadian citizens or Landed Immigrants and who are graduates of universities where English is not the medium of instruction must also submit scores of the Test of English as a Foreign Language (TOEFL). The minimum requirement is a score of 600.

2. Application Deadlines

Students may apply for admission to the M.A. or M.Sc. program in the Spring or Fall of each year, to begin their studies as full-time students. Applications and all supporting documentation, with the possible exception of final semester grades for those currently enrolled, must be received no later than **March 1** for admission to Summer Session or to the Fall semester or **October 1** for admission to the Spring Semester.

3. Procedures for Application/Admission

a. Applications for admission to the M.A. or M.Sc. program must be submitted using the following forms: Graduate Application Form (available from the Registrar's Office), Program Proposal Forms, Reference Forms and Program Endorsement Form (available from the Office of the Vice-President (Academic)). All supporting documents (such as transcripts, letters of reference, etc.) must be received before the application deadline. No application can receive formal consideration until all documentation is received. Students who are graduates of non-Canadian universities must provide notarized English translations of all documents not in the English language. All documents received in support of an application become the property of the University and will not be released or copied except to other officers of the University as required by University procedures.

b. Along with the Application Form, candidates are required to submit the following by the appropriate deadline:

1. Academic transcripts (including proof of graduation) for the baccalaureate degree and transcripts of all post-baccalaureate work, if any. Official transcripts are to be sent directly from the issuing institution to the Registrar's Office.
2. Completed reference forms (included with the Application Form) to be sent directly from the referees to the Registrar's Office. References concerning the candidate's ability and aptitude for graduate studies are required from at least two Faculty members with whom the candidate has studied.
3. A current curriculum vitae (a résumé of qualifications and experience) for the

candidate, including a description of any relevant professional experience.

4. The name of the proposed supervisor, who is responsible for submitting to the Vice-President (Academic) details of research experience relevant to the proposed project, including a current curriculum vitae.
 5. An outline (on the form included with the Application Form) of the project proposed as the basis for the thesis and a designation of the degree sought, M.A. or M.Sc. The form requires signatures from the Department Chair, where applicable, and the Dean to indicate that necessary resources are available for the project. Because of the need for close coordination of student and supervisor in the execution of the project, consultation between the parties prior to submission of the outline is essential.
 6. A list of two to four courses to be completed. The Program Committee may approve an advanced undergraduate course, not credited towards any other university credential, as part of the program provided that at least two graduate level courses are also taken.
 7. Applicants may also be called for an interview with the Program Committee.
- c. If the previous program undertaken by the student shows weaknesses, additional course work or other study may be required. Such work will not count toward the requirements for the Master's degree.
- d. Applicants will be notified of their admission status by May 1 or December 1 and advised of registration procedures at that time.

4. Admission

Because the capacity of the program is limited, not all students meeting the general admission requirements can be admitted.

Criteria used for admission include:

- the student's record and letters of recommendation;
- the proposed supervisor's record of scholarship, completed and current, especially in relation to the proposed work;
- originality, timeliness and scholarly significance of the proposed project;
- the feasibility of the project in the light of available resources; and,
- financial support for the student.

Students judged to be fully qualified may be admitted unconditionally.

Students judged to be of suitable calibre but lacking in some necessary preparation may be admitted subject to those conditions judged necessary to correct the deficiencies. Candidates may choose one of two options: the required preparation may be undertaken prior to admission, with the permission of the Program Committee; or it may be taken after admission and within the maximum residence period of 24 months. In either case the Program Committee establishes a definite date by which all conditions must be fully satisfied.

Students whose application is judged to show promise beyond that indicated by previous qualifications and experience may be admitted on probation, subject to satisfactory performance in the program. A review date is established on admission.

Unless alternative arrangements have been made, a student receiving an offer of admission to the program must register in the program no later than the next regular semester, Fall or Spring. Failing to register in this way will result in the student forfeiting admission status.

Newly admitted students in the M.A. or M.Sc. program are required to pay a non-refundable \$100 deposit to confirm their acceptance of their admission. This deposit is credited toward their first course registration in the program.

c. Requirements for Degree

The program consists of the courses specified by the Program Committee and the thesis, as outlined below:

1. Courses

For a student who is admitted unconditionally, from two to four graduate semester courses are required. The courses may include one or more senior undergraduate courses provided that at least two graduate-level courses are included in the program and that they have not been credited towards any other university credential. As described above, students may also be admitted subject to the requirement that additional preparation, such as courses or skill training, be undertaken before they are admitted unconditionally.

A student who is admitted unconditionally may, with the approval of the Program Committee, register in a 4000-level undergraduate course for graduate credit. Program Committee approval requires the written consent of the instructor to the graduate registration and to the written plan whereby the student will complete the work for the course at a graduate level.

2. Thesis

Although there is considerable variation in the paradigms of scholarship or research from discipline to discipline, an original contribution is an essential component of any thesis. In some disciplines

students work largely independently, but in others require the use of specialized equipment or other resources. Often these are available only in connection with the continuing program of scholarship of a Faculty member, so that a student's thesis work often forms part of a larger research program being directed by the thesis supervisor. The essential requirement for purposes of the M.A. or M.Sc. program is that the author of the thesis must have contributed appropriately and sufficiently to the research described in the thesis.

Although there is some variation over disciplines, most theses follow a conventional format. Standards and conventions widely used in Canada and adopted at the University are to be found in the booklet *Guidelines for Theses and Thesis Examinations* available from the Office of the Vice-President (Academic).

The original contribution to scholarship in the discipline contained in the thesis remains the intellectual property of the student. Nevertheless, the University requires as a condition of registration in the program that the student grant the University a limited license to copy and lend the thesis for purposes of research and study.

When the thesis is complete the candidate must defend it in an oral examination. The Program Committee appoints a Thesis Examination Committee to conduct the examination in accordance with the procedures described in the booklet *Guidelines for Theses and Thesis Examinations*.

d. General Regulations

1. Credit for Previous Work

With the express permission of the Program Committee in each case, courses which have not already been credited toward a completed university credential may be accepted for credit in the Master's program. All courses considered for transfer credit must carry a grade of B- or higher and must have been completed no longer than seven years prior to the student's admission to the program.

2. Residence Requirements

Residence is defined as the period during which the student is registered in the program, taking courses or pursuing scholarly work, or both, at the University of Lethbridge.

The minimum residence requirement shall be 12 months full-time continuous registration in the program. The maximum period of residence shall be 24 months full-time continuous registration in the program. All courses specified by the Program Committee must be completed and the thesis submitted within the maximum residence period. Except with the written permission of the Program Committee, students must maintain continuous registration in the program.

At the end of the maximum period of residence, in cases where there is judged to be cause and where completion is imminent, the Program Committee may approve a maximum period of 12 months of non-resident status. Failure to complete within this period will result in the candidate being required to withdraw from the program.

Students who do not register in the program in any academic year will be considered to have withdrawn unless a leave of absence has been granted by the Program Committee. A continuation fee equivalent to one-half of a semester course tuition will be levied on students on leave of absence. Since permission is not automatic, students who anticipate an interruption in their program should notify the Program Committee in writing, seeking prior approval for a leave of absence.

With the expressed permission of the Thesis Supervision Committee, a student may maintain resident status while conducting research off-campus (e.g., on field trips, using facilities or consulting libraries elsewhere).

It may be desirable or necessary for students to include in their program courses to be completed at other institutions. Proposals for such courses must be approved by the Program Committee and the residence requirements may be adjusted, if necessary.

3. Academic Standards

Students must receive a minimum grade of B- (2.70 out of 4.00) in all courses which are graded and which count toward the degree. A student who receives more than two grades below a B- may be asked to withdraw from the program. All courses completed in the M.A. or M.Sc. program or transferred into the program are included in the calculation of the program GPA. A student must obtain a minimum cumulative program GPA of 3.00 in order to graduate from the program.

A student whose performance in the program is judged unsatisfactory by the Program Committee may be placed on probation; continued unsatisfactory performance may result in the student being required to withdraw from the program.

4. Appeals

Appeals of grades in courses are handled through normal procedures in the faculty of instruction, but other appeals should be directed to the Council on Graduate Studies.

5. Academic Offenses and Discipline

Graduate students are expected to exemplify high standards of academic and ethical behaviour and are subject to the University's code of discipline for academic offenses and unethical behaviour.

6. Fees

Fees shall be assessed for each semester that a candidate remains in residence, whether the candidate is resident for all or part of that semester. The semester fee shall be set each year by the Board of Governors.

A candidate granted non-resident status shall be assessed one-half of a single semester course fee for each semester of non-residence before and including the semester of completion.

e. Supervision

Because a high degree of expertise and familiarity with the current literature is needed to supervise graduate studies, a Faculty member usually serves as thesis supervisor only in his or her own area of scholarship or in a closely cognate area. Therefore, a student wishing to undertake a thesis must find a Faculty member who is prepared to undertake the supervision. To be approved, a potential supervisor should hold a doctorate or equivalent, hold a probationary or continuing appointment at the University, have demonstrated scholarly accomplishment and should be currently active in scholarship relevant to the proposed project.

Supervision involves a significant and continuing commitment of time and effort over a period of up to two years. Faculty members may not serve as supervisors when their assignment is such that it would result in their being separated from the candidate for lengthy periods of time, or when other duties are so extensive and onerous as to interfere seriously with supervision.

Supervision establishes an academic relationship between supervisor and student. Where other prior or emerging relationships might result in a conflict of interest they should be reported immediately to the Chair of the Program Committee.

The supervisor is supported in the task of supervision by the other members of the Thesis Supervision Committee, which consists of the supervisor and two other Faculty members and is appointed by the Program Committee. The Supervision Committee advises the candidate on academic matters and provides a clear statement of the candidate's progress and standing in the program at the end of each semester. It monitors the progress of the candidate each semester during the period of residency and reports to the Program Committee on the status of the approved coursework and research and, if necessary, recommends changes in the candidate's status.

The Thesis Supervision Committee notifies the Program Committee when the candidate has submitted the thesis and is prepared to defend it in the oral examination.

Guidelines for the conduct of a supervisor and suggestions for good practice are contained in the booklet *Handbook of Application and Admission Regulations, Supervisory Practice, Final Examination Regulations* available from the office of the Vice-President (Academic).

3. MASTER OF EDUCATION (M.Ed.)

a. Statement of Purpose

The Master of Education degree program is intended for practicing educators. While the majority of candidates for the degree will be pursuing careers within the public school system, the program is also available to those candidates whose teaching experience and credentials apply to other educational contexts. The degree awarded is the Master of Education (M.Ed.).

Except for the four core courses which are common to all candidates, the program is designed by the student in cooperation with the program coordinator to reflect a theme of study within the context of the professional educator.

A group of students (minimum of 20) with a particular program focus and/or who are located at some distance from Lethbridge, may arrange to become a *cohort*. Students who form a cohort are admitted together and agree to register together in a particular sequence of M.Ed. courses. These courses may be delivered using a combination of face-to-face and distance-delivery procedures.

The core of the program, common to all candidates, is based on the principle that professional educators should understand the evolution of theory and practice in education, in curriculum, in educational research and in teaching, and should be able to analyze, interpret, critique and advance current thinking, particularly within the context of their own practice.

The theme of the student's program is also reflected in a required project or thesis which contributes to the advancement of knowledge and practice through scholarly activity and/or creative work.

b. Admission Requirements

1. Academic Qualifications for Admission

Applicants normally must meet the following minimum requirements before the University will consider admission:

- a. A Bachelor of Education degree or its equivalent from a recognized institution. For candidates preparing themselves for a career which requires teacher certification, 'equivalence' includes Professional Teacher Certification.
- b. Evidence of academic ability and promise (normally a GPA of 3.00 on the last 20 university courses).
- c. Approximately two years of successful teaching or other relevant educational experience.

Other applicants will be considered on a case by case basis.

Students from non-English speaking backgrounds must also submit scores of the Test of English as a

Foreign Language (TOEFL). Minimum requirement is a score of 600.

Candidates preparing themselves for a career which involves teacher certification must hold Professional Teaching Certification at the time of admission; this program does not lead to a recommendation from the University for Professional Teacher Certification.

2. Application

Students may apply for admission to the M.Ed. program at any time, to begin their studies January 1, May 1 or September 1. Applicants must have submitted all documentation a minimum of three months prior to the start of the semester in which they wish to begin their studies.

3. Procedures for Admission

a. Applications for admission to the M.Ed. program must be submitted on forms available from the Information Centre in the Registrar's Office or from the Graduate Studies Office, Faculty of Education. Specific instructions for applicants are included with the Application Form - Graduate Programs.

b. Along with the Application Form, candidates are required to submit the following:

1. Academic transcripts including proof of a B.Ed. degree or equivalent and a copy of the Professional Teacher Certificate, if applicable. Transcripts are to be sent directly from the issuing institution to the Admissions Office.
2. Completed reference forms (included with the Application Form) from:
 - a. One referee under whom the candidate has studied at the university level.
 - b. Two referees with whom the candidate has worked professionally, preferably a superintendent of schools, school principal or similar authority.
3. Letter of Intent - outlining, in general terms, a proposed schedule of attendance and the specific nature of interest in the program.
4. Curriculum vitae (a résumé of qualifications and experience) including a description of the candidate's professional experiences (e.g., teaching experience, involvement in curriculum and other professional development activities).
5. Evidence of at least two years of successful teaching or other relevant educational experience (confirmed by a letter from a superintendent of schools or someone in an equivalent supervisory capacity).

- c. If the previous program undertaken by the student shows gaps or weaknesses, additional course work or other study may be required. Such work will not normally count toward the requirements for the M.Ed. degree.
- d. Acceptance into the program is contingent upon an endorsement by the Coordinator of Graduate Studies (M.Ed. Program) that adequate supervision in the area of the applicant's interest is available. Applicants will be notified of acceptance within two months of receipt of all documentation and will be advised of registration procedures at that time.

4. Admission to the M.Ed. Program

Admission is determined by the M.Ed. Student Program Committee after all documentation has been received. Members of the committee base admission decisions on all the available information submitted by or on behalf of the applicant.

c. Requirements for Degree

The program consists of the equivalent of 12 courses of study including a common core and optional courses as outlined below:

1. Common Core

Education 5200 - Curriculum Studies and Classroom Practice
 Education 5300 - Foundations of Modern Educational Theory and Practice
 Education 5400 - Nature of Educational Research
 Education 5500 - Understanding Teaching and Teacher Development

2. One-Course-Credit Project or Four-Course-Credit Thesis

At least one course equivalent must be in the form of a Culminating Scholarly and Creative Activity. Students may choose the four-credit thesis route in place of a project and three electives, if the necessary supervision is available and if the thesis is approved.

3. Elective Courses

Four to seven electives, selected to contribute to the theme of the student's program. At least three electives must be 5000-level Education courses and not more than one may be below the 3000 level. A maximum of four half-credit professional development courses (6.0 credit hours) may be credited toward the M.Ed. degree. Students who choose to take an elective at the 1000 or 2000 level must obtain approval from the Coordinator of Graduate Studies and demonstrate that the course has the potential to enhance the student's program.

d. Program Approval

Upon acceptance into the M.Ed. program, the student and the Coordinator or designate draw up a program plan. Once the supervisor of the student's project or thesis has been approved, the project or thesis supervisor assumes the responsibilities of program advisor. The program Coordinator approves all components of the student's program within the overall program and University requirements.

e. Credit for Previous Work

A maximum of four semester courses beyond those required for admission, which have not already been credited toward a completed University credential, may be accepted for credit in the Master of Education program to the extent that they contribute to the elective part of the planned program. All courses considered for transfer credit must carry a grade of B- or higher, and must have been completed no longer than seven years prior to the student's admission to the program.

f. General Regulations

1. Residence Requirements

Residence is defined as courses offered by the University of Lethbridge. A minimum of eight such course equivalents is required.

It may be desirable or necessary for students who have been admitted to the M.Ed. program, to include in their program courses to be completed at other institutions. Proposals for such courses should be approved preferably during the initial planning of the program and are to be effected through Visiting Student or Western Deans' Agreement (see **Section 4, pp. 237-238**) procedures. A waiver of residence requirement is allowed for courses completed in this manner, upon application to the Coordinator.

2. Academic Standards

Students must receive a minimum grade of B- (2.70) in all courses which are graded and count toward the degree. A student who receives more than two grades below a B- may be asked to withdraw from the program. All courses completed in the M.Ed. program or transferred into the program are included in the calculation of the GPA. A student must have a minimum cumulative GPA of 3.00 in order to graduate from the program.

3. Time Limits

Students must complete their program within five years. Students who have completed eight courses and who choose not to complete the M.Ed. degree may apply for a Diploma in Education. For Diploma requirements, see **Part 6 - Faculty of Education, Section 14 (p. 122)**.

4. Fees

There is a minimum fee for the M.Ed. program. The unit of payment is a "term fee". For this purpose, a "term" means all or part of one of the following periods: September-December, January-April or May-August. The minimum program fee is nine term fees, beginning with the term in which the student is admitted, and paid consecutively each term irrespective of whether the student is enrolled in courses. Students enrolled full-time in any given semester will pay the equivalent of two term fees.

Payment of nine term fees is required for the M.Ed. degree. If a student has not completed his/her program after the payment of nine term fees, an additional payment of one-half of a term fee will be required each term until the program is completed (refer to the grid below for fee breakdown).

5. Visiting Students

A student who is already admitted to a graduate program in Education at another university, and whose program is underway, may register in up to two University of Lethbridge graduate Education courses. A letter authorizing such registration in specific courses must be sent directly by the student's program advisor at the sending institution to the Coordinator of Graduate Studies, Faculty of Education, the University of Lethbridge.

Admission of a Visiting Student to any graduate course is contingent upon the priorities for admission established by the Faculty of Education and upon space being available within the class size quota. Until the quota is filled, applicants will be considered on a first-come, first-served basis.

Application for Visiting Student admission is to be made on Form MED4 and submitted to the Coordinator of Graduate Studies not later than two weeks prior to the beginning of class for the course(s) into which admission is sought.

6. Enrollment in Graduate Classes for Students Not Admitted to the M.Ed. Program

Students who have not been admitted, but who are eligible for admission to the program, may, with the permission of the Coordinator of Graduate Studies, be allowed to enrol in up to four graduate Education courses as Unclassified Students. Application for admission to a particular graduate course is made on Form MED4 and submitted to the Coordinator of Graduate Studies not later than two weeks prior to the beginning of class. Until the course quota is filled, qualified applicants will be considered on a first-come, first-served basis.

7. Enrollment Limits and Priorities for Graduate Education Courses

The Faculty of Education reserves the right to limit registration in graduate courses in Education. First priority is for students duly admitted to the M.Ed. degree program at the University of Lethbridge.

Second priority is for students admitted to another graduate program at the University of Lethbridge and who meet admission requirements for the M.Ed. degree program.

Third priority is for students who meet the requirements for admission, but who have not been admitted to a University of Lethbridge graduate program (see 6, above).

UNIVERSITY OF LETHBRIDGE FEE SCHEDULE MASTER OF EDUCATION PROGRAM

EFFECTIVE DECEMBER 9, 1996

The Board of Governors reserves the right to change fees and deposits as deemed necessary without prior notice.

This schedule is intended for those students enrolled in the Master of Education program subsequent to the Fall 1993 Semester.
M.Ed. students enrolled prior to the Spring 1994 semester must refer to the main fee schedule.

	Tuition	Materials	Athletics & Recreation Services	Building, Operations, & C.R.F.	Student Health Plan	Library Building Donation	Meliorist	Total
Regular Program								
No Courses	635.00	N/A	N/A	N/A	N/A	N/A	N/A	635.00
One Course	635.00	24.00	22.50	25.84	N/A	2.50	5.50	715.34
Two Courses	635.00	48.00	22.50	25.84	N/A	5.00	5.50	741.84
Three Courses	1,270.00	72.00	45.00	54.98	35.00	7.50	8.00	1,492.48
Four Courses	1,270.00	96.00	45.00	54.98	35.00	10.00	8.00	1,518.98
Five Courses	1,270.00	120.00	45.00	54.98	35.00	12.50	8.00	1,545.48
On-Campus Cohort								
One Course	700.00	24.00	45.00	25.84	N/A	2.50	5.50	802.84
Two Courses	700.00	48.00	45.00	25.84	N/A	5.00	5.50	829.34

Off-Campus Instructional Delivery Fee: Off-campus M.Ed. courses may have an additional charge associated with them for off-campus instruction.



Fourth priority is for Visiting Students (i.e., students registered in a program of graduate study at another university and for whom Visiting Student status has been formally established by that institution and approved by the Coordinator of Graduate Studies). Such students may take a maximum of two University of Lethbridge 5000-level graduate Education courses.

g. Thesis/Project Requirements

In keeping with the focus of the M.Ed. program on the practicing educator, the thesis or project represents a significant contribution to research, independent thinking, scholarly ability and technical accomplishment in the student's field of study.

Students who intend to continue studies beyond the M.Ed. level are reminded that the thesis (four course equivalents) may be required to allow uninterrupted study. Some universities may require qualifying work for admission to advanced degree programs if the Culminating Project option is exercised.

1. Thesis (equivalent to four semester courses)

The thesis must conform in both form and style to the *Faculty of Education Guidelines for M.Ed. Theses and Projects* unless otherwise approved.

- a. Appointment of Thesis Committee. The student selects a thesis supervisor and submits the approval form to the Coordinator of Graduate Studies. When the supervisor has been approved, the student and supervisor, in consultation with the Coordinator, nominate at least two other committee members to constitute the student's Thesis Committee.
- b. Colloquium Presentation. When the Thesis Committee determines that the timing is appropriate, the student presents the thesis proposal at a Faculty colloquium.
- c. Oral Preliminary Examination of Student's Thesis Proposal. A thesis proposal may be submitted for examination by the Thesis Committee when at least 50 percent of the student's program, including the core courses, has been completed. The Thesis Committee approves, approves with changes or rejects the proposal and reports its decision to the Coordinator of Graduate Studies.

If the Thesis Committee rejects the proposal, the committee must inform the student of what is required to allow for examination of a new proposal.

- d. Preparation of the Thesis. The thesis must conform to the proposal approved by the student's Thesis Committee. It is the responsibility of the student's supervisor to ensure conformity and appropriate form and style.

- e. Final Oral Examination. The final oral examination is scheduled by the supervisor when the manuscript is approved by the supervisor and the student is prepared to defend the thesis. The Final Oral Examining Committee shall consist of the student's Thesis Committee and an external examiner.

Affirmative votes by a majority of the committee are required for thesis approval. The decision to approve, approve with minor revisions, approve with major changes or reject the thesis is forwarded to the Coordinator of Graduate Studies.

In the event a thesis is rejected, the committee will provide a written explanation of the reasons. A student may then petition the Chair, Council on Graduate Studies, within three months, for re-examination and must include clear evidence that the concerns of the Examining Committee have been, or will be, addressed. Should re-examination be granted, the Chair, Council on Graduate Studies, in consultation with the Dean of the Faculty, will arrange for re-examination. Re-examination will be permitted only once for each student so requesting.

A student whose thesis is rejected may petition the Graduate Studies Committee for permission to transfer to a one-course project.

2. Culminating Project (equivalent to one semester course credit)

Students who complete 11 courses may opt to complete a one-course-credit project rather than a thesis. The project may be completed in one of the following ways:

- a. A field-based study; or
- b. A comprehensive oral or written examination.

Students should consult the *Guidelines for M.Ed. Theses and Projects* for procedures and specific requirements regarding the above options.

h. Graduate Assistants

1. Definitions

Three University terms are defined for the purpose of graduate assistantships:

Fall semester - September 1 to December 31

Spring semester - January 1 to April 30

Summer semester - May 1 to August 31

In the Fall and Spring semesters, full-time graduate student status is granted to students registered in a program of graduate work equivalent to at least three courses. Graduate students taking fewer than three courses are considered part-time, unless they have inactive status.

Graduate Assistants (G.A.s) are graduate students registered full-time in the program and paid to carry out either:

- a. Teaching duties including the preparation, delivery and evaluation of teaching or laboratory assignments, instructing in laboratories or the equivalent, assisting in the supervision of practicum students and the grading of assignments. In this instance, the instructor of record will be a regular member of the Faculty and the G.A. will not assume full or final responsibility for any course; or
- b. Research duties consisting of working for a staff member on a research project(s), the results of which may or may not be used in their thesis. Clerical or administrative work not related to research is not suitable for a G.A.

Full-time G.A.s are full-time graduate students holding a Graduate Assistantship which requires them to devote up to eight hours per week to teaching or research duties. If a full-time G.A. is performing research duties, the results of which may be used in a thesis, the student may be required to devote more than eight hours per week to these duties.

2. Appointment of Graduate Assistants

- a. Applications for Graduate Assistantships will be received by the Student Program (Admissions) Committee.
- b. A letter of appointment is forwarded to the appointee. G.A.s are entitled to know:
 1. The number of hours per week of the appointment.
 2. The total remuneration.

In addition, the letter of appointment will include as specific a list of duties as possible at the time of appointment. It is understood that minor changes of appointments may be required from time to time but these modifications are to be completed no later than the end of the first week of classes with appropriate written notification to all G.A.s affected.

- c. A graduate student who has been appointed to a Graduate Assistantship must report any other remuneration during tenure of the assistantship. If the student accepts some major award or some other paid employment, where payment is from funds administered by the University, the appointment may be cancelled or reduced. Normally, assistantships will not be available to students who are employed full-time while registered in the program.

- d. Depending upon the amount of funding available and the number of full-time graduate students, a portion of an assistantship may be awarded. The stipend awarded and the hours of work required would be adjusted accordingly. No assistantship shall require fewer than six hours per week. Normally, full-time students are eligible for assistantships for one calendar year.

3. Remuneration of Graduate Assistants

- a. For the purpose of Graduate Assistantship awards, a full-time graduate student is defined as "a student attending full-time for both Fall and Spring semesters of a given academic year." "One semester" stipends may be available depending on the number of full-time students awarded Graduate Assistantships.

Details describing the value of assistantships and expected hours of assistance are available from the Coordinator of Graduate Studies.

- b. Assistantships are inclusive of all vacation entitlement. There is no vacation pay on contract expiry or termination in lieu of any time not taken.

For further details about the Master of Education degree program, please contact the Coordinator of Graduate Studies, Faculty of Education, The University of Lethbridge, T1K 3M4, phone (403) 329-2425; fax (403) 329-2252.

4. WESTERN DEANS' AGREEMENT

The Western Deans' Agreement covers exchange graduate students from member universities in British Columbia (Simon Fraser University, University of British Columbia, University of Northern British Columbia, University of Victoria), Alberta (University of Alberta, The University of Calgary, The University of Lethbridge), Saskatchewan (University of Regina, University of Saskatchewan) and Manitoba (University of Manitoba) provided that:

- a. the period for which the fees are remitted does not exceed two academic terms of four months each;
- b. the course work or work to be pursued is not available at the student's home institution.

Western Deans' Agreement students pay tuition (and general) fees at their home university, and they pay applicable student activity fees (general fees) at the host institution where they are taking courses. Under the Western Deans' Agreement, students may take both undergraduate and graduate courses. Students may only take courses which are not available at their home university, and which are an integral part of their graduate degree program. The approval of the appropriate Coordinator of Graduate Studies and of the designated representative of the host university must be obtained prior to commencement of the courses. Students must arrange for official transcripts from the host institution to be sent to the home institution when the courses have been completed. Each home institution has regulations regarding the maximum number of transfer credits permitted. Students should ensure that their requests are within these limits.

