



## PhD in Education with a Focus on Educational Sustainability

### 2025 Supplemental Application Instructions

The PhD in Education program will prepare students from a variety of fields including, but not limited to, education, health, social work, social justice, and administrative leadership for sustainable educational practices in the 21st century. Through a variety of courses, a comprehensive exam and a research dissertation, the PhD program in Education will allow you to assume an investigative stance in regard to teaching and learning. PhD experiential learning will enable you to develop a scholarship of teaching and learning through opportunities to conduct seminars and engage in research related to instructional practices in multiple fields.

PhD students must participate in a summer residency program at our North Bay campus (in-person only) over two years (4 weeks each July). Outside of the summer residency all other courses are offered online only. For international applicants only, please note that this program does not meet the requirements for a Study Permit. Make sure you check on the immigration requirements to attend the North Bay campus for the summer residency program.

For further information regarding the PhD in Education program, please visit [www.nipissingu.ca/phd](http://www.nipissingu.ca/phd).

Program related questions can be directed to the Chair, Graduate Studies in Education at [graded@nipissingu.ca](mailto:graded@nipissingu.ca).

**APPLICATION DEADLINE:** January 15, 2025\* - for scholarship consideration.  
**SUPPLEMENTAL DOCUMENTATION DEADLINE:** January 22, 2025, at 4:30 p.m. EST

Applications received after the application deadline date will not be considered for scholarships. For questions pertaining to scholarship criteria, please contact [sgs@nipissingu.ca](mailto:sgs@nipissingu.ca).

*\*Applications will continue to be accepted after January 15, 2025, and documentation after January 22, 2025. Late applications\*\* will be considered if room remains in the program; funding consideration is not available for late applications and late documentation. Contact [admissions@nipissingu.ca](mailto:admissions@nipissingu.ca) or at 705-474-3450 ext. 4600 to verify if late applications are still being accepted.*

*\*\*Late applications, application fees and late documentation must be submitted no later than May 1, 2025. Please note that applications can close at any time once program is full and waitlist has been established.*

## ADMISSION REQUIREMENTS:

The applicant must hold a Master's degree or equivalent, as recognized by Nipissing University, in an appropriate discipline, with a minimum A- standing. Preference will be given to applicants whose master's degree includes an independent research component such as a thesis or major research paper.

## REQUIRED SUPPLEMENTAL DOCUMENTATION:

(Due 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. The online application can be accessed from our website: [www.nipissingu.ca/registrarforms](http://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 an exchange program 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](mailto:admissions@nipissingu.ca)**. The Confidential Recommendation forms are included in the application package. **Please indicate to your referee that a comprehensive letter included with the recommendation form would be most beneficial in determining your eligibility for admission.**
4. Proof of completion of a Thesis or Major Research Paper at the Master's level. **You do not have to submit your actual thesis. Submitting a copy of the thesis signature page only or ensuring your thesis is referenced on your transcript is sufficient.** If a Thesis or Major Research Paper was not completed for your Master's degree, a sample of evidence of scholarly writing (written in English, not translated) must be submitted.
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. A typed Statement of Intent of between 1000 and 1500 words must be included. Statements should provide the following information:
  - The value of undertaking a doctoral degree at this time and specifically at Nipissing University;
  - The way in which your work might relate to educational sustainability;
  - 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 within the Schulich School of Education at Nipissing University; and

- The names of two or three faculty members that you might be interested in working with. Please refer to the following link to review faculty members' research interests and methodologies:  
<https://www.nipissingu.ca/academics/school-graduate-studies/phd-education/research-supervisor>

7. 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.

8. Scholarship and Funding Opportunities:

#### ***Ontario Graduate Scholarship***

- Applications for the Ontario Graduate Scholarship (OGS) can be found at [www.nipissingu.ca/ogs](http://www.nipissingu.ca/ogs).
- The OGS application is due January 15, 2025, and is to be submitted electronically to the Graduate Studies Department at [sgs@nipissingu.ca](mailto:sgs@nipissingu.ca).
- The OGS application requires two Academic Assessment Reports with an academic reference for each. The reference forms in the OGS application are different than the references required for the admission application. Should you choose the same academic referees for both the OGS application and the admission application, your referees will be required to fill out both the admission reference form and the OGS academic reference and attach a separate letter to each form. Your referees should make note of what is to be addressed for each reference.
- For questions pertaining to scholarship criteria, please contact [sgs@nipissingu.ca](mailto:sgs@nipissingu.ca) or 705-474-3450 ext. 4292.

#### ***Other Funding Opportunities***

- Visit [www.nipissingu.ca/gradfunding](http://www.nipissingu.ca/gradfunding) to learn more about internal and external funding opportunities, Graduate Teaching Assistantship, Graduate Research Assistantship, and other potential funding/award sources. Please note that some may have earlier deadlines.

9. Future Funding Opportunities:

***Schulich Scholarship***

- Valued at \$7,500
- 5 scholarships available for PhD Education students entering year 3 or 4
- Must have a minimum 80% average and at least one of the following: volunteer work; community involvement; or financial need.
- Further information will be provided to all students during their second and/or third year

10. 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 PhD 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](mailto: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., MyCreds, 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](http://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. # |
|---------|-------|--------|--------------------------|

**Referee:** We would appreciate your appraisal of the above applicant for a PhD 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 PhD 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 doctoral 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](mailto:admissions@nipissingu.ca).***

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Faculty: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_

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.

**Applicant:** Please complete this section before presenting to referee

Name of Applicant:

|         |       |        |                          |
|---------|-------|--------|--------------------------|
| Surname | First | Middle | Student # or OUAC Ref. # |
|---------|-------|--------|--------------------------|

**Referee:** We would appreciate your appraisal of the above applicant for a PhD 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"/> |

- In comparison with others performing similar professional duties, how would you rank 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 doctoral 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.

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|                         |                                        |
|-------------------------|----------------------------------------|
| Name: _____             | Company/School/<br>Organization: _____ |
| Position: _____         | Address: _____                         |
| Signature: _____        | Date: _____                            |
| Telephone Number: _____ | Email address: _____                   |

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