# Table of Contents

- **Introduction**
- Managing Your UBC Accounts
- Communication
- UBC Calendar and Student Services
- Your Student Services Centre (SSC) account
- MET Program Communications
- Program requirements
- **How to Register for Courses**
- Registration step by step
- Registering for your first course
- Dropping courses
- Textbooks/Materials for Courses
- Intellectual Property, Scholarly Integrity, & Digital Archiving
- Academic integrity and plagiarism
- Netiquette and the online code of conduct
- MET Conference Travel Grant
- Conferences of interest to MET students
- Graduation Checklist
- BC Teachers
- Graduation Procedures
- MET Graduation Travel Grant

---

## Introduction

The Master of Educational Technology (MET) program educates professionals in the use and impact of digital learning technologies. This fully online graduate program provides a unique opportunity for our students to study and engage in:

- Technology-supported instruction
- Planning and management of learning technologies and eLearning
- Design and development of digital learning technologies and environments
- Digital literacy and digital culture in formal and informal learning contexts

The MET program is governed by the policies of the Faculty of Graduate and Postdoctoral Studies (G+PS) which are described, in part, in *The University of British Columbia Calendar* and on the [G+PS website](https://www.ubc.ca). This Handbook offers a description of aspects of managing your graduate career specific to the MET program. General guidelines for UBC graduate students are provided throughout this text with links to the G+PS and MET websites.

## Managing Your UBC Accounts

### Communication

As you will be receiving email messages from UBC periodically, we strongly recommend that you add the UBC email server to your approved list of senders in any mail filtering software you use or which is employed...
by your email provider.

**UBC Calendar and Student Services**

The UBC Calendar and the Student Services websites are very important sites to bookmark. They offer you links to important information about various UBC policies, including information on paying tuition (methods, deadlines, refunds, etc). You will be expected to follow these policies at all times, and no exceptions will be made to them without exceptional circumstances.

**Your Student Services Centre (SSC) account**

You are responsible for keeping track of your own fees, payment deadlines, etc. You can track these details via your Student Services Centre Account. This site is also where you can update any personal information (address, phone number, etc). Please make sure that if any of your personal information changes (especially your email address), you update your account as soon as possible. Failure to do so may mean that you will not receive important emails sent to class lists, including notification of textbook availability at the UBC Bookstore, and login information at the start of your courses.

**MET Program Communications**

The MET Program maintains an email list to allow communication of important program information to current students. If your email changes, please notify the MET Senior Program Assistant at met.support@ubc.ca so the MET mailing list can be updated.

**Program requirements**

You are responsible for making sure you meet all program requirements in regards to courses taken. Review the course completion requirements for the Master’s program and Certificate programs as described on the MET program website.

**How to Register for Courses**

Students self-register in UBC courses through the Student Service Centre. We strongly encourage early registration because courses can fill up quickly. You can view the date and time that course registration will open for the upcoming term through the Student Service Centre. You will also be notified when registration is open for a particular session. Please note:

- A non-refundable deposit of $250 (CDN) is required before registration, once per session (September-April, or May-August). After payment you will be able to register in courses. Once you register for a course in a particular session, the deposit is non-refundable and will be credited towards your tuition. If you do not register for a course in a particular session, the deposit will be available to you for the next session.
- For tuition fee due dates, please check your student account.

**Registration step by step**

- To log in, you must obtain a campus-wide login (CWL) (see instructions).
• To browse course offerings, log into your student account and choose “Course Schedule.” Follow directions from there.
• MET (ETEC) courses have the following section numbers: 64A (September), 65A (January), and 66A (May). The “A” refers to the first section of the course. Added sections will be designated by sequential letters.
• Courses are marked with “restricted” seating because only MET, TBDL or TBLS students are eligible to register for them online. It does not mean that you are restricted from taking them.
• You can use the Student Service Centre to keep track of your courses, fees, and grades. You are responsible for keeping track of your own fees and deadlines for payment, which can be done on the Student Service Centre.
• Remember to logout when you are finished.

On the morning that your course starts, registered students will receive course website and login information. This email will be sent that morning, Pacific Daylight Time. Please do not be alarmed if you do not hear anything from UBC between the notice of textbook availability (if relevant) and the first day of the course. If you have not received any email notifications by the end of the first day, contact met.support@ubc.ca.

Registering for your first course

If you do not register in a course in the winter session (September - April) of your first year, you will be considered to have turned down your admission to the program. If you wish to continue, you will have to re-apply. To be considered registered in this case means that you do not withdraw from a course before the withdrawal (‘add/drop’) deadline for the term. If you do withdraw after that deadline, the course will remain on your transcript with a “W” or “Withdrawn” standing. Students who begin in September can delay the first course until January, but students beginning in January must take one course their first term.

Please try to register for the section you wish before contacting us for assistance. If there are still problems, please contact MET support at met.support@ubc.ca.

Dropping courses

If you drop a course, note that your $250 registration deposit is non-refundable. See the Tuition Refund page for details on cut-off dates for tuition refunds if you drop a course. Please pay attention to these deadlines, as they will be strictly enforced unless there are mitigating circumstances.

IMPORTANT: If you wish to drop a course, you must formally withdraw from the course in your account on the SSC. It is not sufficient to just stop logging in to your online course.

If you do not formally drop a course, UBC policy dictates that you will be graded based on what you have contributed to the course. This may result in a failing grade, and can have an enormous impact on your GPA and status in the program.

Textbooks/Materials for Courses

You are responsible for ensuring that you have ordered any additional course materials, if necessary (not all MET courses require purchase of course materials).
Textbooks/course materials for MET courses are typically made available for you online via the UBC Library and/or within your course website. Occasionally, print materials or hard copy books are required and will be made available for purchase via the UBC Bookstore. On the Bookstore website, you can find out whether you must order hard copy materials for a course that you are registered in.

To see if your texts are available, check the UBC Bookstore website. If you are local to Vancouver, or find yourself in the area, your books should also be available for pick up. You may wish to contact the Bookstore for further details. This procedure will be the same every term.

When textbooks/materials are available for each course (usually 2-3 weeks before start of term), everyone registered in that course will receive an email notification. If you register after the date when texts become available, we will do our best to still send you the email notification of text availability, but you should also check yourself to see if you can get them yet.

If you order course materials from the Bookstore, the Bookstore will send you shipping information and timing when you place your order. You can also find general shipping information on the Bookstore website. Please contact the UBC Bookstore directly with any queries. The MET Program is not able to assist with ordering.

**Intellectual Property, Scholarly Integrity, & Digital Archiving**

The [Intellectual Property Guide](#) developed by the UBC Faculty of Graduate and Postdoctoral Studies provides a comprehensive description of students’ rights, responsibilities and academic practices concerning intellectual property, including information about Joint Authorship and Publication of one’s research and writing. University policies regarding scholarly integrity and research can also be found in the “[Student Responsibilities](#)” section of the G+PS website. Information regarding digital archiving for increased visibility of one’s research publications consult [cIRcle](#), UBC’s institutional repository.

**Academic integrity and plagiarism**

Like all universities, UBC considers plagiarism to be a serious form of academic misconduct. The UBC regulation on plagiarism is laid out by the Provost and Vice President Academic. The Faculty of Graduate and Postdoctoral Studies defines plagiarism as follows:

“Plagiarism is intellectual theft. It occurs when an individual submits or presents the oral or written work of another person as his or her own.”

This definition, taken from the UBC Calendar, applies to draft work and oral presentations as well as to final submissions. Failing to properly cite the work of another also constitutes plagiarism, even if it is accidental. For further information about plagiarism please consult the G+PS website, and the links below.

The policy and resources listed here show you how to check your writing, credit other people’s work and avoid plagiarism, and the penalties for failing to do so.

- UBC policy on academic misconduct and plagiarism
- UBC Learning Commons resources on academic integrity
- TurnItIn@UBC
UBC subscribes to Turnitin. If your Instructor has set up Turnitin for your course, the OriginalityCheck tool will help you check your work for improper citation or potential plagiarism by comparing it against content databases.

Netiquette and the online code of conduct

We expect the same standards of behavior online as we would in a campus environment. This means respecting your fellow students, avoiding racist or sexist comments, or any other comments that are likely to cause offence. For this reason, we expect you to be familiar with, and adhere to, the University’s Appropriate Use of Technology Policy.

MET Conference Travel Grant

This initiative is for any Master of Educational Technology (MET) student in the Faculty of Education who is the first author and presenter of a paper, poster session, or workshop at a local, national or international conference that is clearly related to the field of educational technology and based on work arising from their participation in the MET program.

The goals of the initiative are:

1. To provide financial support to graduate students who must travel to present their work at conferences
2. To increase the opportunity for all graduate students to build their scholarly profile/track records

Funds for this program are limited. In order to accommodate as many applications as possible, there are two caps for each application:

- The maximum amount available per application is CAD$1,500;
- Applicable expenses are limited to (a) travel to/from the conference, and (b) conference registration. All other costs (accommodation, meals, ground transportation, etc.) are not included.

Eligibility

To be eligible to apply for this conference travel grant, you must:

- Be registered as a MET student at the time of application
- Be first author and presenter at a local, provincial or national/international conference.

Priority will be given to first-time applicants, but you may apply for this grant more than once.

How to Apply

Your application must include:

1. The MET Travel Conference Grant Application Form, completed and signed: met.ubc.ca/conferencetravelapplication
2. An abstract of your paper, outline for the workshop, or overview of the poster you are presenting.
3. A written invitation, addressed to you, to present at a conference (email confirmation is acceptable). If a personalized letter/email is not available, please submit your generic acceptance letter AND a copy of the
conference program where you and your presentation title are clearly listed.

**IMPORTANT:** Do not include receipts in your application. Retain your receipts for reimbursement once your travel grant application has been approved, and all travel has been completed.

### Deadlines

Applications may be submitted at any time.

### Adjudication

Applications will be checked for eligibility and adjudicated by the MET Executive Committee as necessary.

### Claiming Expenses

To apply for reimbursement of expenses up to the approved amount you must submit the following to the MET program office within **30 days** of the date on the receipt:

- A copy of your MET Conference Grant confirmation email.
- Your original receipt and original airline boarding passes for all legs of your journey (photocopies will not be accepted).
- A signed Mileage & Authorized [Travel Expense Claim Form](#). Please note you can be reimbursed in Canadian or US funds and you must clearly specify your preference.

Send all documents to:

**MET Program**  
UBC Faculty of Education  
1304-2125 Main Mall  
Vancouver, BC, Canada V6T 1Z4

### Conferences of interest to MET students

There are many conferences in the field of educational and learning technologies that take place both locally and internationally. Below is a very short list of conferences and organizations that we are familiar with. These may be of interest for you to attend as a participant or as a presenter, and we encourage students to seek out additional conferences around the world.

- [Association for the Advancement of Computing in Education (AACE)](#) – E-Learn World Conferences on E-Learning in Corporate, Government, Healthcare & Higher Education
- [BCNet](#)
- [Canadian Network for Innovation in Education](#)
- [The Canadian Society for the Study of Education (CSSE)](#)
- [Clute Institute for Academic Research](#) – sponsoring concurrent conferences targeting Education & Administrative issues (Teaching & Learning Conferences), several times per year
- [CUEBC](#) – Computer-Using Educators of BC hold an annual conference.
- [ED-Media](#) – World Conference on Educational Multimedia, Hypermedia and Telecommunications (sponsored by the AACE – Association for the Advancement of Computing in Education)
- [EDUCAUSE](#) – EDUCAUSE provides a variety of professional development experiences, both face-to-face
and online, that address the networking and learning needs of the higher education IT community.

- **eLearn** – World Conference on E-Learning in Corporate, Government, Healthcare, & Higher Education (sponsored by the AACE – Association for the Advancement of Computing in Education)
- **Investigating our Practices** – UBC/BC Teachers’ Federation conference held annually at UBC
- **The Online Learning Consortium** – a collaborative community of higher education leaders and innovators, dedicated to advancing quality digital teaching and learning experiences.
- **WISE** – World Innovation Summit for Education – a three-day forum held every two years.

**Graduation Checklist**

As you near the end of your MET program, complete the following steps in order to confirm your readiness for graduation.

1. Check to make sure you have completed (or are completing) all of your required courses.
2. Apply for graduation by the application deadline. These are early (usually February for May graduation and August for November graduation). Log in to your student account for deadline dates. If you are taking a course in your last term, this application must be done before the course is finished.
3. To apply for graduation, follow these steps:
   - Log in to your student account
   - Click on “graduation” on the left side of the screen (under the “applications” heading).
   - Follow the directions.
4. Your application status will remain “Applied for Graduation” until final graduation approval is completed in the month of graduation.

**BC Teachers**

Please note it is your responsibility to have TQS fax appropriate forms directly to The MET Program Office (Fax 604-822-2015).

**Graduation Procedures**

Please check the [Graduation section](#) of the Faculty of Graduate Studies website for procedures and important dates. Note that graduate students must register for the session during which they wish to graduate by applying online on the Student Services website.

**MET Graduation Travel Grant**

Graduating students who live outside of British Columbia may apply to the MET Graduation Travel Grant program to request financial assistance for travel to attend graduation on the UBC Vancouver campus.

This grant offers reimbursement of airfare only (lowest economy round-trip airfare at time of travel), or the equivalent of airfare should you wish to travel by car. We will confirm lowest airfare based on information given by Expedia and Travelocity online travel booking services. The grant will not cover accommodation, meals, ground transportation, or any other costs incurred.

This is a reimbursement grant, meaning that successful applicants must first incur the costs of travel and then submit original receipts for reimbursement. The maximum allowable is CAD$1,000 per application.
Funds for this program are limited, however we will do our best to accommodate requests.

**Eligibility**

To be eligible to apply for this graduation travel grant, you must:

- be eligible for graduation from the MET program
- have applied for graduation
- be living outside of British Columbia, Canada

**How to apply**

Your application must include:

1. A signed MET Graduation Travel Grant Application Form: [met.ubc.ca/gradtravelapplication](http://met.ubc.ca/gradtravelapplication) (you may send the application by email, and if accepted, forward the original by mail with your travel documents)
2. Your dates of travel and departure airport.

Once your application has been processed you will receive a confirmation email outlining the dollar amount approved.

**IMPORTANT**: Do not include receipts in your application. Retain your receipts for reimbursement once your travel grant application has been approved, and all travel has been completed.

**Deadlines**

November Graduation: Applications must be received on or before October 1st.
May Graduation: Applications must be received on or before April 1st.

**Adjudication**

Applications will be checked for eligibility and adjudicated by the MET Executive Committee as necessary.

**Claiming expenses**

To apply for reimbursement of expenses up to the approved amount you must submit the following to the MET program office within 30 days of the date on the receipt:

- A copy of your Travel Grant confirmation email.
- Your original receipt and original airline boarding passes for all legs of your journey (photocopies will not be accepted).
- A signed Mileage & Authorized [Travel Expense Claim Form](#). Please note you can be reimbursed in Canadian or US funds and you must clearly specify your preference.

Send all documents to:

MET Program
UBC Faculty of Education
1304-2125 Main Mall