



# MET

## Student Handbook 2024-25

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## 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](#). 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.

If you have more questions about the MET program, visit the [Frequently Asked Questions](#) page of the MET Website

# 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 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](mailto: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 with regard 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 Recommendations

The MET program was designed to be taken one course at a time. MET courses are demanding and come with significant workload. We recommend that you register for one course at a time, and strongly advise that you to take no more than two courses per term. You must obtain special permission from the Academic Advisor to register in more than two courses in a term. If you are registered in more than two courses without permission from the Academic Advisor, MET will require you to withdraw from additional courses.

Students in both the MET and Certificate programs are strongly encouraged to take ETEC 500 in their first term of study and to prioritize taking their core courses early in their program of study.

## 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 or Certificate 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](mailto: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](mailto: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.

## Taking UBC Courses Outside the MET Program

Students in the Master of Educational Technology program may apply for up to a maximum of two non-MET elective courses (6 credits) to be credited towards their degree, either as transfer credits or after admission. Graduate certificate students may apply for a maximum of one non-MET elective course (3 credits) to be credited towards their certificate, either as transfer credits or after admission.

After admission, you may choose to enrol in online or face-to-face courses offered by other UBC departments. Many of them can be found on the Faculty of Education's [Professional Development & Community Engagement website](#) or through UBC Distance Learning Courses.

For a non-MET UBC course to be credited towards a MET degree or certificate, the following criteria must be met:

- For MET students, the course must be 3rd year undergraduate level or higher.
- For certificate students, the course must be graduate level.
- The course must be structured for academic advancement (non-credit continuing education, training, or professional development courses or similar are not acceptable).
- The course must be graded (courses that offer only pass/fail assessment are not acceptable).
- You must not have already reached the maximum number of non-MET courses allowed for your program (6 credits for MET; 3 credits for certificate).
- Remember that out of the ten courses you must take to complete the Master of Educational Technology degree, at least eight of these must be related to the application of learning technologies in education (or at least four out of five courses for certificate completion).

If you wish to enrol in a non-MET UBC course as an elective, you must complete [the transfer credit request form](#) for each course. Your request for approval should include a rationale for how the course fits within your program and interests. Please note that if you take an on-campus UBC course, you will be required to pay applicable student fees. The academic advisor will notify you if your request has been approved.

## Taking Undergraduate Courses

MET students may include up to a maximum of 6 credits of senior level (3rd or 4th year) undergraduate courses in their program, either after admission or as transfer credits, provided that these credits have not been applied to another degree.

**Graduate certificate students may not count undergraduate courses towards their graduate certificate.**

For an undergraduate course to be credited towards your MET degree, the following criteria must be met:

- The course was not used as a basis for admission to the program.
- The course was not used to satisfy the requirements of another credential.
- The course is graded (not pass/fail) and at least a B standing (UBC 74%) was earned.
- The course has been taken within five years of commencement of the current program.
- The course must be 3rd year undergraduate level or higher.
- You must not have already reached the maximum number of non-MET courses allowed for the MET program (6 credits).
- Remember that out of the ten courses you must take to complete the Master of Educational Technology degree, at least eight of these must be related to the application of learning technologies in education.

If you wish to enrol in a non-MET UBC course as an elective, you must complete the [transfer credit request form](#) for each course. Your request for approval should include a rationale for how the course fits within your program and interests. Please note that if you take an on-campus UBC course, you will be required to pay applicable student fees. The academic advisor will notify you if your request has been approved.

## **Taking Courses at Other Universities**

MET students may enrol in up to the UBC-equivalent of six credits of courses at a university other than UBC as long as you have not already transferred any outside credits into your program.

**Graduate certificate students may not take courses at other universities.**

For a non-MET UBC course to be credited towards a MET degree, the following criteria must be met:

- The course was not used as a basis for admission to the program.
- The course was not used to satisfy the requirements of another credential.
- The course is graded (not pass/fail) and at least a B standing (UBC 74%) was earned.
- The course has been taken within five years of commencement of the current program.
- The course must be 3rd year undergraduate level or higher.
- The course must be structured for academic advancement (non-credit continuing education, training, or professional development courses or similar are not acceptable).
- You must not have already reached the maximum number of non-MET courses allowed for the MET program (6 credits).
- Remember that out of the ten courses you must take to complete the Master of Educational Technology degree, at least eight of these must be related to the application of learning technologies in education.
- The host university should be a university having standards comparable to the University of British Columbia. Except in unusual cases, courses taken at another university should be on topics not available at UBC.

The Western Deans Agreement and other similar agreements, do not apply to MET students because in the MET program you pay a per course fee rather than a program fee. You must instead apply to enter that university as a visiting student. If accepted by the other university, you will enrol in and complete the course. When you have your final grade, submit your transcript to the MET administrative office with a request to have the credits transferred into your MET record.

If you wish to enrol in a course at another university as an elective, you must complete [the transfer credit request form](#) for each course. Your request for approval should include a rationale for how the course fits within your program and interests. The academic advisor will notify you if your request has been approved.

## Transferring Previous University Course Credits into your MET Degree

You may transfer up to six previously completed credits (two 1-term courses or their equivalent) into your MET program record. For a prior course to be credited towards your MET degree, the following criteria must be met:

- It must be approved by the [MET Academic Advisor](#).
- It cannot have been used for any conferred degree (master’s program, diploma, etc).
- It must be 3rd year undergraduate level or higher.
- It must be structured for academic advancement (non-credit continuing education, training, or professional development courses or similar are not acceptable).
- The course is graded (not pass/fail) and at least a B standing (UBC 74%) was earned.
- You must not have already reached the maximum number of non-MET courses allowed for the MET program (6 credits).
- Remember that out of the ten courses you must take to complete the Master of Educational Technology degree, at least eight of these must be related to the application of learning technologies in education.
- The institution where you previously completed the course must have standards comparable to the University of British Columbia.

If you wish to transfer a previous course for credit, you must complete [the transfer credit request form](#) for each course. Your request for approval should include a rationale for how the course fits within your program and interests. The academic advisor will notify you if your request has been approved.

## Course Exemptions

You may be exempted from a core course if you have acquired the knowledge from previous courses or experience. Complete [the exemption request](#) and the Academic Advisor will inform you if it has been approved. Note that an exemption does not reduce the total credits required. You may substitute the exempted course with another elective of your choice.

## Assessment, Grading and Academic Progress

UBC grading guidelines for master’s level students are given in the [UBC academic calendar](#) and are detailed here.

A level - Good to Excellent Work	
A+ (90-100%)	A very high level of quality throughout every aspect of the work. It shows the individual (or group) has gone well beyond what has been provided and has extended the usual ways of thinking and/or performing. Outstanding comprehension of subject matter and use of existing literature and research. Consistently integrates critical and creative perspectives in relation to the subject material. The work shows a very high degree of engagement with the topic.

A	(85-89%)	Generally a high quality throughout the work. No problems of any significance, and evidence of attention given to each and every detail. Very good comprehension of subject and use of existing literature and research. For the most part, integrates critical and creative perspectives in relation to the subject material. Shows a high degree of engagement with the topic.
A-	(80-84%)	Generally a good quality throughout the work. A few problems of minor significance. Good comprehension of subject matter and use of existing literature and research. Work demonstrates an ability to integrate critical and creative perspectives on most occasions. The work demonstrates a reasonable degree of engagement with the topic.
B level - Adequate Work		
B+	(76-79%)	Some aspects of good quality to the work. Some problems of minor significance. There are examples of integrating critical and creative perspectives in relation to the subject material. A degree of engagement with the topic.
B	(72-75%)	Adequate quality. A number of problems of some significance. Difficulty evident in the comprehension of the subject material and use of existing literature and research. Only a few examples of integrating critical and creative perspectives in relation to the subject material. Some engagement with the topic.
B-	(68-71%)	Barely adequate work at the graduate level.
C level - Seriously Flawed Work		
C+	(64-67%)	Serious flaws in understanding of the subject material. Minimal integration of critical and creative perspectives in relation to the subject material. Inadequate engagement with the topic. Inadequate work at the graduate level.
C	(60-63%)	Inadequate work at the graduate level.
F level - Failing Work		
F	(0-59%)	Failure

All students in graduate studies at the University of British Columbia must maintain a satisfactory average in order to continue their studies. UBC Graduate and Postdoctoral Studies stipulates the following: ***"If you obtain grades of 60-67% in an excessive number of courses (more than 6 credits), you may be required to withdraw. You will be informed of unsatisfactory academic progress in writing before any action regarding withdrawal is taken."*** If you obtain a grade below 60% in MET, you will be required to repeat the course or take another course in lieu of that course and to obtain a grade of at least 74%. If you obtain more than two grades below 60% in the MET, you will be required to withdraw from the program unless you can demonstrate extraordinary circumstances. [Read the University's policy.](#)

Passing a MET course involves both good academic performance and active participation in learning activities. Students are expected to meet all criteria.

## Academic Concessions, Leaves, and Deferrals

Should you experience an unanticipated event that makes it challenging to successfully complete your studies, you may require an academic accommodation, concession, deferral, or leave. As soon as possible, contact your academic advisor to discuss your options.

Academic accommodations ensure that students with disabilities and ongoing medical conditions are equally able to partake in all of the opportunities offered by UBC. To request an accommodation, you first need to



register with the Center for Accessibility. They will often work in conjunction with the MET academic advisor and/or your instructors.

An academic concession is meant to ensure fair access to education for student experiencing unique circumstances. Often an academic concession takes the form of adjustments in the timing or format of course activities, deferments, or late withdraws. Contact your instructor or the academic advisor to help you formulate your request if you feel that you require an academic concession. Documentation is often required, so academic concession requests should be made as early as possible.

A deferment would allow you to complete your current course on an extended timeline, often into the subsequent term. You and your instructor would discuss the terms of your deferment and come to an agreement about the due dates for your remaining assignments. If the agreed upon timeline is not adhered to, the deferred standing would be removed and a grade would be issued. Under extreme circumstances, deferments may be extended.

Leaves of absence allow students to take time away from their studies, essentially “stopping the clock” on the five years allowed to complete the program. Leaves may be granted for personal, professional, academic, parental, or health-related reasons. Up to a year in duration, leaves are usually granted on a term-by-term basis. Leave requests must be made directly to the academic advisor and include rationale for the leave and a plan for the successful completion of remaining coursework. Documentation may also be required, according to the nature of the requested concession.

## **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 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. For 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](#)
- [UBC Learning Commons resources on academic integrity](#)

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.

## Use of Generative AI Tools

At the present time, UBC does not have standard policy on use of generative AI tools (eg ChatGPT) for completion of coursework. The use of artificial intelligence tools in UBC courses is therefore currently a course-level decision made by your instructor and may be different in different MET courses.

It is your responsibility, at the start of term, to familiarize yourself with the AI policy that your instructor has established.

You may find this policy in:

- **The course syllabus document** attached to your course
- **Course pages** that give details of course policies
- **An announcement from your instructor**

If your instructor has prohibited the use of ChatGPT or other generative AI tools in your course, then any use of such tools would be considered academic misconduct, and you as instructor will be responsible for detecting and reporting it.

## ***How to cite AI-generated material in your work***

If your instructor permits use of ChatGPT or other generative AI tools in your course, review the [new guidelines formulated by APA](#) on correct referencing of material generated by ChatGPT and similar tools.

## **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](#).

## **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 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 Degree Student Travel Fund**

MET degree students may apply for travel funding to attend a local, national, or international conference that is clearly related to the field of educational technology. They are also eligible to apply for funds toward the cost of open-access fees in non-proprietary journals. Applicants must be current MET degree students in

good standing and must be first author and presenter of a paper, poster session, or workshop based on work arising from their participation in the MET program. Conferences and journals must be approved in advance. MET does not fund travel to predatory conferences or publication costs for predatory journals.

- 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.
- Students may apply to the fund more than once, but the total funds available to students through the duration of their studies in MET, including both conference travel and open-access fees, will not exceed \$1500 CAD.

## How to Apply

Your application must include:

1. The [MET Degree Student Travel Fund Application Form](#), completed and signed. (*You may send the application by email to [met.support@ubc.ca](mailto:met.support@ubc.ca), and if accepted, forward the original by mail with your travel documents*).
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 travel:

- A copy of your MET Degree Student Travel Fund confirmation email.
- Your original receipt and original airline boarding passes for all legs of your journey (not photocopies).
- 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

## Avoiding Predatory Conferences

There is clear scholarly and professional value in presenting work at academic or professional conferences, and MET makes some limited funding available to students to present your work at relevant conferences. We caution you, however, about presenting work at predatory or questionable conferences.

Predatory conferences or predatory meetings are an expansion of the “predatory publishing” business model, which produces “academic journals” that exist only to collect article processing charges from authors. There

is no legitimate peer review: every article submitted with payment is published. Publishing an article in a predatory journal implies that your research is not good enough to be published in a legitimate journal. Similarly, predatory conferences may appear to be legitimate academic conferences, but have no proper editorial control over presentations, and advertising can include claims of involvement of prominent academics who are, in fact, uninvolved. Registration fees are typically high.

**MET will not fund student travel to any predatory conference.** If you are unsure about the legitimacy of a conference, please contact the MET administration team for guidance.

## 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.
- [EdMedia](#) - 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.
- [E-Learn](#) - 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.

**Master of Educational Technology (MET)**

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