

Postgraduate
PGCert/PGDip/MA [full-time and part-time]

Bath Spa University Professional Practice in Higher Education





Snapshot



Awards

- MA (award title): 180 credits; 120 acquired for the Diploma plus 60 for a Research Project/ Dissertation.
- PG Dip (award title): 120 credits acquired from any combination of modules.
- PG Cert (award title): 60 credits acquired from any combination of modules.

Course length

The programme provides for flexible part-time or full-time study. The PGCert, PGDip, or MA may be completed within one year or over several years.

Course location

Newton Park and Corsham Court campuses.

Key features

- opportunities for accredited professional development for teaching and non-teaching staff and research students working in higher education contexts.
- flexible patterns of enrolment, course delivery and credit accumulation.
- learning activities and assessment tasks that have a practical orientation and can be tailored to reflect participants' needs.
- opportunities to network and share knowledge and experience within a higher education community.

Applications

Application forms are available from the PPHE administrator:
T: +44 (0)1225 875773
E: cltd@bathspa.ac.uk

Enquiries

For all enquiries about the course, please contact:
Dr Clare Power, Course Director.
T: +44 (0)1225 875709
E: c.power@bathspa.ac.uk

Prof. Paul Hyland,
Head of Learning and Teaching.
T: +44 (0)1225 875564
E: p.hyland@bathspa.ac.uk

The Administrator for the Centre for Learning and Teaching Development.
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The programme aims to help staff and research students to meet some of the key challenges of working in the rapidly changing world of higher education. These challenges - of teaching, supporting student learning, employability, sustainability, new technologies, team management, enterprise, quality assurance and external accountability - range across the whole business of higher education, and can rarely be addressed in isolation. They raise many questions about how best to enhance teaching and research within particular contexts, and about how managers and administrators can improve the effectiveness and efficiency of current practices, not least in terms of addressing students' needs and aspirations, enriching their learning experiences, and raising the enduring value of their learning outcomes.

By sharing ideas, knowledge and expertise about our professional practices we can both deepen our understanding of the challenges we face and realise opportunities to make improvements through innovations and the adoption of best practices. The PPHE programme will help individuals to evidence their personal commitment to professional development and to enhance the quality of their work and contribution to the development of higher education in their workplaces.

The Course

Course structure and content

The Professional Practice in Higher Education (PPHE) programme is based upon a credit system that enables students to select modules and patterns of study to suit their individual needs and interests. All modules are credit rated and lead to the following qualifications:

- MA degree: 180 credits; 120 acquired for the Diploma plus 60 for a Research Project/ Dissertation
- Postgraduate Diploma: 120 credits acquired from any combination of modules
- Postgraduate Certificate: 60 credits acquired from any combination of modules

Students may also take modules that lead to particular awards within the programme:

- Postgraduate Certificate in Professional Learning in Higher Education: 60 credits acquired from a set of three required modules. This qualification is designed primarily for participants who are in their early years of teaching in higher education, though it may also be taken by more experienced staff. Based upon the UK's Professional Standards Framework for Higher Education, the award qualifies teachers for Fellowship of the Higher Education Academy.

- Postgraduate Certificate in Research Degree Supervision and Management: 60 credits acquired from a pair of 30-credit modules. This qualification is designed to meet the needs of teachers who are new to research degree supervision and management, though it may also be taken by experienced staff.

The programme enables participants to plan their course of study according to their own needs and interests. Most modules (subject to availability) can be taken in any order and in any combination, though we would advise new teachers to include the 'Teaching and Learning in Higher Education' module among their initial options. The Master's Project or Dissertation should be taken on completion of the PG Diploma. Tutorials will be available to help participants plan their course of studies.

Modules may be selected to create various levels of part-time study. The minimum enrolment is for one 15-credit module per year. The maximum enrolment is for a full-time 180-credit Master's degree.

Teaching methods and resources

Most modules are delivered through two or three half-day sessions, including mini-lectures, seminars, workshops and presentations, supported where appropriate by online discussions and activities. Sessions are designed to promote the sharing of ideas, expertise and experiences within a professional community of

practice, so we will encourage participation and contributions from everyone. One module ('Teaching and Learning in Higher Education', for new teachers) includes some teaching observation sessions, and some modules provide opportunities for peer mentoring. Project and Dissertation modules will be largely delivered by individual supervision, and E-learning modules will be held in ICT training rooms.

Throughout the programme, participants will be supported by individual and small-group tutorials, and will be invited to attend occasional professional development lectures and seminars organised by the Centre for Learning and Teaching Development each year.

Learning resources for the programme will be available through the university's library and information services. Modules have been designed to make the most of the wide range of scholarly material that is now freely available online, and participants will have access to the online resources and learning opportunities afforded by the university's virtual learning environment (Minerva) which will provide links to key resources for each module.

The teaching sessions for some modules will be delivered within a few weeks, some over a period of several months, and some throughout the academic year. Further information about the organisation, dates, times and location of the teaching sessions for each module can be found in the Programme Calendar, available from cltd@bathspa.ac.uk.

Modules

- Teaching and Learning in Higher Education (30 credits)*
 - Course Design and Assessment (15)*
 - Using Learning Technology in Higher Education (15)*
 - Research Degree Supervision (30)**
 - Research Management (30)**
 - Mentoring and Coaching in Higher Education (15)
 - Curriculum Models and Curriculum Development in Higher Education (15)
 - The Teacher Practitioner (15)
 - Teaching and Supporting Academic Writing in Higher Education (15)
 - Quality Management in Higher Education (15)
 - Linking Teaching and Research (15)
 - Sustainability in Higher Education (15)
 - Delivering Effective Outcomes and Change through Teams (15)
 - Enterprise and Higher Education (15)
 - E-learning, Teaching and Assessment (15)
 - E-learning: hardware and software (15)
 - E-learning with Web 2.0 (15)
 - Designing and Conducting a Pedagogical Research Project (15)
 - The Role of Information Literacy in Students' Learning and Research (15)
 - Teaching and Learning within and beyond the Disciplines (15)
 - Marketing Matters in Higher Education (15)
 - Employability in Higher Education (15)
 - Pedagogical Research Project (30)
 - Master's Project or Dissertation (60)
- * Modules required for the PGCert, Professional Learning in Higher Education
- ** Modules required for the PGCert, Research Degree Supervision and Management



Tutors

The programme will be led by Clare Power and Paul Hyland, supported by tutors with a wide range of teaching, research, management and leadership experience within and outside higher education. The module tutors are:

Joelle Adams, Student Achievement Co-ordinator

Katie Akerman, Head of Quality Management

Tessa Alton, Head of Marketing and Public Relations

Alison Baud, Head of Library and Information Services

Prof. Paul Davies, Head of Graduate School

Samuel Grogan, Head of Department, Performing Arts

Dave Hassall, Head of Network Services, Computing Services

Nadine Hennessy, Human Resources Manager

Prof. Paul Hyland, Head of Centre for Learning and Teaching Development

Dr Cathy Leng, Head of Department, Business and Management

Dr Mark McGuinness, Head of Department, Social Sciences

Adam Powell, Head of Employability

Dr Clare Power, Academic Staff Development Co-ordinator

Ann Siswell, Deputy Librarian, Library and Information Services

Arlene Stone, Head of Human Resources

Dr David Watson, Head of Department, Department of Science

Assessment methods

Assessment for all modules is by coursework, based upon the completion of assignments designed to promote understanding, enhancement and/or application of professional practices in higher education. Each module has its own assessment tasks, usually one or two per module. Forms of assessment include work-based activities, action plans, reports, reflective logs, portfolios, presentations, reviews, case studies, business plans, short essays, action-research documents, and (for the Master's degree) a dissertation/research project.

Entry requirements

Applicants will normally be required to possess an undergraduate degree awarded by a UK higher education institution, or an equivalent qualification from overseas. Applicants who do not possess an undergraduate degree, or equivalent professional qualification, but who have at least two years of work experience relevant to the programme are also welcome to apply, and will be invited to attend an admissions interview.

Applicants who have previously completed postgraduate-level courses or modules that can be recognised as appropriate to the study of Professional Practice in Higher Education may be enrolled with advanced standing through our Accreditation of Prior Learning (APL). Similarly, applicants who can evidence a substantial body of work-based experience relevant to the programme, as through a

reflective portfolio, can apply for the Accreditation of Prior Experiential Learning (APEL). APL and APEL credits can then be counted towards the numbers of the credits required for a PG Cert or a PG Dip within the PPHE programme.

Fees

Fees are charged according to the total number of credits for which a participant enrolls each year. The standard fees for enrolments (UK/EU residents) within the academic year, September 2010 - August 2011, are:

£355	for a 15-credit module
£710	for 30 credits
£1,065	for 45 credits
£1,420	for 60 credits (PG Cert)
£1,775	for 75 credits
£2,130	for 90 credits
£2,485	for 105 credits
£2,840	for 120 credits (PG Dip)
£4,260	for 180 credits (MA)

Reduced Fees are available for staff employed by institutions within the university's Wessex Partnership. For members of the Wessex Partnership a 50% discount will be applied to the standard fees for the first 30 credits selected by each applicant.





Frequently asked questions

Q. I work full-time, so how long would it take me to do the assessments for up to 60 credits, and gain a Postgraduate Certificate?

A. This will depend on how many modules you take per year. Modules are designed to enable you to undertake assessments that build and reflect upon the jobs that you do, or plan to do, in your workplace.

Q. Can the teaching sessions for particular modules be delivered or repeated at other places, such as my College?

A. Yes, if there is a sufficient number of participants on a module to make this viable.

Q. Can I choose the topic of my Master's Research Project/Dissertation?

A. Yes, you can choose any topic that investigates professional practice in higher education. We will help you to design your project.

Notes

We advise you to obtain a copy of our postgraduate prospectus for full details of Bath Spa University and its programmes of study.

The contents of this leaflet are correct at the time of going to press. We will try to publicise any changes to it.

Please check the continued availability of the course and its modules before you apply by telephoning the University Registry on 01225 875875

The operation of each course or module depends upon recruiting viable numbers. We may not be able to provide a course or module if insufficient numbers enrol. Our offer to you and your acceptance of a place here will be subject to this express condition.

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