



MA Educational Leadership (part-time)

Joining Instructions 2013-14

**Manchester Institute of Education
School of Environment, Education and Development
Faculty of Humanities
The University of Manchester**

Manchester Institute of Education
University of Manchester

August 2013

Dear Course Participant

M.A Educational Leadership (part time)

We would like to welcome you to the M.A Educational Leadership programme. Both ourselves and other members of the programme team are very much looking forward to meeting you and working with you over the next academic session. We are confident you will find the coming year both professionally and personally rewarding and enjoyable.

Included with this letter is all the necessary information so you can arrive well prepared and able to make a smooth transition to becoming a Postgraduate Student at the University of Manchester. Please read these important joining instructions carefully as they give details of key dates, meetings and registration. The first date you need to attend the University is **Tuesday 24th September at 5.00pm in room C3.19/20 of the Ellen Wilkinson Building** (see campus guide at www.manchester.ac.uk) for a programme induction and welcome event. If you need further information before then, please contact the Postgraduate Admissions Office (**Room B3.13, Ellen Wilkinson Building TEL: +44 161 275 3463, FAX: +44 161 275 3528**).

Should you have any questions or concerns please do not hesitate to contact us via the details given below. We look forward to meeting you.

Yours sincerely,

Colin Mills (colin.mills@manchester.ac.uk)
Professor David Hall, (dave.hall@manchester.ac.uk)

MA Educational Leadership Course Tutors

**PROGRAMME TIMETABLE FOR MA EDUCATIONAL LEADERSHIP
(part-time) Year 1**

Welcome and programme induction:

Tuesday 24th September at 5.00pm in room C3.19/20 of the Ellen Wilkinson Building. (Parking is available after 4.00 pm in the Cecil Street and Theatre/Dilworth Street car parks. You will need to bring 3 x £1 coins). The room is located on the third floor of the Ellen Wilkinson Building above the main entrance (opposite the Samuel Alexander Building)

SEMESTER 1

DAY	COURSE UNIT	LECTURER	TIME	ROOM
TUESDAY	EDUC70331 Education Leadership	Colin Mills / Professor Helen Gunter / Professor David Hall	5.00-7.30 p.m.	C3.19/20 Ellen Wilkinson

SEMESTER 2

DAY	COURSE UNIT	LECTURER	TIME	ROOM
TUESDAY	EDUC70532 Leading Educational Change and Development	Colin Mills	5.00-7.30 p.m.	C3.19/20 Ellen Wilkinson

Selected Introductory Reading

Anderson, G. (2009) *Advocacy Leadership*. New York: Routledge

Barker, B. (2007) The leadership paradox: can school leaders transform student outcomes? *School Effectiveness and School Improvement*. 18 (1), 21-43.

Bell, J (1999) *Doing your Research Project*, Buckingham: OU Press

Gunter, H M (2001) *Leaders and Leadership in Education*, London: Paul Chapman Publications

Hall, D. (2013) Drawing a Veil over Managerialism: Leadership and the Discursive Disguise of the New Public Management, *Journal of Educational Administration and History*

Whitty, G. (2002) *Making sense of education policy*, Sage publications, London

September 2013 Registration

You should by now have received communication from the University about the on-line registration process and what is required of you. This is therefore designed as guidance to reiterate the importance of completing all aspects of registration via the online system.

If you haven't yet received any communication from the University inviting you to register then please make sure you have completed the following



IT sign up www.iam.manchester.ac.uk



Confirm your attendance

MyManchester

Once you have completed the IT sign up you will have access to the following prior to September.



Early Payment - Available until 31st August 2012



You can upload a photo for your student card



Access the crucial guide pages
www.studentnet.manchester.ac.uk/crucial-guide

Registration

This will open from 1st September 2013, however as this is a weekend we recommend that you try to register from **2nd September 2013**. Ideally you should complete all sections of the registration process prior to arriving at the University to access the University's online registration facility go to [MyManchester](#).

Registration Hotline

+44(0)161 306 5544

2013

9.00am - 5.00pm and the weekends in September except 14th-15th September 2013.

If you do not register by 30th September 2013 the University Finance Office will impose a late registration fee. This fee will rise from £50 to £200 if you still haven't registered by 31st October 2013.

International Students

Orientation will run between Thursday 12th – Sunday 15th September.

Contact: orientation@manchester.ac.uk

Website: [Orientation pages](#)

There will also be support available for students who arrive after this date, referrals will be made from the School to a team known as Purple People.

Distance Learning Students

Student cards can be requested for posting out once you have completed registration and uploaded a photo via ssc@manchester.ac.uk. Please remember to quote your student ID within the request.

If you are unable to contact the helpdesk due to time difference then please liaise with the PGT office, who will endeavour to ensure you are dealt with promptly.

Course Unit Selection

Mandatory course units should appear automatically onto your student profile so please contact the PGT office if this isn't the case.

Core/Optional course units will need to be selected by yourself, using the student center (Self Service) section of My Manchester.

When searching please ensure the course subject is Education and the course number is the course unit code i.e. EDUC 71000 (dissertation) enter 71000. You should see the 2013-14 course unit and be able to select class.

If you experience any problems please contact the PGT Office.

Teaching

Semester 1 course units start from **Monday 23rd September 2013** and it is important that you check you are enrolled on your course units during your on-line registration. This is particularly important if your course unit is run via Blackboard as you will not gain access until your registration is complete and you have selected your course units. The deadline for students to enrol on course units is the third week of teaching.

Please do not hesitate to contact a member of the Postgraduate Taught Office team if you have any questions.

Christine Chadwick
Jonathan Herbert