

## 622AA Graduate Certificate in University Management

<b>Year and Campus:</b>	2013																													
<b>Fees Information:</b>	Subject EFTSL, Level, Discipline & Census Date, <a href="http://enrolment.unimelb.edu.au/fees">http://enrolment.unimelb.edu.au/fees</a>																													
<b>Level:</b>	Graduate/Postgraduate																													
<b>Duration &amp; Credit Points:</b>	50 credit points taken over 12 months																													
<b>Coordinator:</b>	Dr Emmaline Bexley Phone: +61 3 8344 8436 Email: <a href="mailto:bexleye@unimelb.edu.au">bexleye@unimelb.edu.au</a>																													
<b>Contact:</b>	Education Student Centre 234 Queensberry Street Phone: +61 3 8344 8285																													
<b>Course Overview:</b>	<p>The Graduate Certificate in University Management provides an avenue for prospective and current managers in higher education to develop the professional knowledge and skills that will enable them to work effectively in senior administrative and academic management roles in Australian Universities. The course will prepare graduates for management and leadership roles in Australian universities through a combination of seminars, skill practice, individual and group reflection and project work that relates to the participant's workplaces. This course is offered on a fee-paying basis only.</p>																													
<b>Objectives:</b>	<p>At the conclusion of the course, participants will be able to:</p> <ul style="list-style-type: none"> <li># demonstrate an understanding of higher education in Australia including policy framework and governance structures;</li> <li># demonstrate familiarity with some key theoretical explanations of universities as organisations;</li> <li># apply leadership and management strategies in a university context;</li> <li># demonstrate competence on specific business, planning and management skills in a university environment;</li> <li># reflect critically on their practice as university managers;</li> <li># analyse complex organisational issues and apply higher-order intellectual skills to these situations;</li> <li># work effectively as a member of a team, including contributing to group learning;</li> <li># continue to undertake self-directed learning.</li> </ul>																													
<b>Course Structure &amp; Available Subjects:</b>	Students complete 50 points of study																													
<b>Subject Options:</b>	<table border="1"> <thead> <tr> <th>Subject</th> <th>Study Period Commencement:</th> <th>Credit Points:</th> </tr> </thead> <tbody> <tr> <td>EDUC90518 Understanding Higher Education</td> <td>Not offered 2013</td> <td>12.50</td> </tr> <tr> <td>EDUC90142 Leading and Managing in a University</td> <td>Not offered 2013</td> <td>12.50</td> </tr> <tr> <td>EDUC90519 Strategy &amp; Planning in Higher Education</td> <td>Not offered 2013</td> <td>12.50</td> </tr> </tbody> </table> <p>plus one of the following:</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Study Period Commencement:</th> <th>Credit Points:</th> </tr> </thead> <tbody> <tr> <td>ACCT90004 Accounting for Decision Making</td> <td>Summer Term</td> <td>12.50</td> </tr> <tr> <td>MKTG90004 Marketing Management</td> <td>Not offered 2013</td> <td>12.50</td> </tr> <tr> <td>MGMT90018 Psychology of HR Practice</td> <td>Semester 2</td> <td>12.50</td> </tr> <tr> <td>EDUC90577 Issues in Higher Education Management</td> <td>Not offered 2013</td> <td>12.50</td> </tr> </tbody> </table>			Subject	Study Period Commencement:	Credit Points:	EDUC90518 Understanding Higher Education	Not offered 2013	12.50	EDUC90142 Leading and Managing in a University	Not offered 2013	12.50	EDUC90519 Strategy & Planning in Higher Education	Not offered 2013	12.50	Subject	Study Period Commencement:	Credit Points:	ACCT90004 Accounting for Decision Making	Summer Term	12.50	MKTG90004 Marketing Management	Not offered 2013	12.50	MGMT90018 Psychology of HR Practice	Semester 2	12.50	EDUC90577 Issues in Higher Education Management	Not offered 2013	12.50
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<b>Entry Requirements:</b>	<p>An applicant may be eligible for entry into the Graduate Certificate in University Management if the applicant has:</p> <ul style="list-style-type: none"> <li># Completed a bachelor's degree (in any discipline) and</li> <li># at least two years work experience in a university or other post-secondary education institution or equivalent.</li> </ul> <p>NB. This course is only available to University of Melbourne staff members.</p>
<b>Core Participation Requirements:</b>	<p>The Melbourne Graduate School of Education welcomes applications from students with disabilities. It is University and Graduate School policy to take reasonable steps to enable the participation of students with disabilities, and reasonable adjustments will be made to enhance a student's participation in the Graduate School's programs. The core participation requirements for study in the Melbourne Graduate School of Education are: In all courses The ability to comprehend complex information related to education and the disciplines in which the student is teaching. The ability to communicate clearly and independently in assessment tasks a knowledge of the content, principles and practices relating to education and other relevant disciplines. Behavioural and social attributes that enable a student to participate in a complex learning environment. Students are required to take responsibility for their own participation and learning. They also contribute to the learning of other students in collaborative learning environments, demonstrating interpersonal skills and an understanding of the needs of other students. Assessment may include the outcomes of tasks completed in collaboration with other students. In courses requiring students to undertake practicum placements The ability to undertake professional practice placements independently, including:</p> <ul style="list-style-type: none"> <li>a. the ability based on personal maturity to establish a professional relationship with students and interact with them appropriately;</li> <li>b. the ability to communicate to students the subject matter being taught with clarity and in a way that is age-sensitive;</li> <li>c. the ability to model literacy and numeracy skills independently for students and in all their interactions meet community expectations of the literacy and numeracy skills teachers should have;</li> <li>d. the ability to demonstrate skilfully and safely activities required in particular discipline areas being taught (e.g. physical education activities, science laboratory techniques);</li> <li>e. the ability to create, monitor and maintain a safe physical environment, a stable and supportive psychological environment, and a productive learning environment in their classroom;</li> <li>f. the ability to establish effective relationships with all members of the school community, including colleagues, students, and caregivers;</li> <li>g. the ability based on mental and physical health to exercise sound judgment and respond promptly to the demands of classroom situations, and the personal resilience to cope and maintain their wellbeing under stress.</li> </ul> <p>Students who feel a disability will prevent them from meeting the above academic requirements are encouraged to contact the Disability Liaison Unit.</p>
<b>Graduate Attributes:</b>	<p>The University's general graduate attributes are located on the Office of the Provost's website: <a href="http://www.unimelb.edu.au/about/attributes.html">http://www.unimelb.edu.au/about/attributes.html</a></p>
<b>Links to further information:</b>	<p><a href="http://www.education.unimelb.edu.au">www.education.unimelb.edu.au</a></p>