

Making an application

Entrance qualifications

The entry requirement is normally a first or second-class honours degree from a UK university or an equivalent UK professional qualification. International students will usually have obtained a degree from a university in their own country with a level of performance comparable to that required from UK graduates.

This requirement may be waived in the case of post-experience candidates who can demonstrate sufficient, relevant work experience, normally with at least five years of management experience in higher education at middle or senior level.

Application forms

If you wish to apply for the PGC-HEM programme, you should complete a University of Southampton postgraduate application form and return it to the Academic Registrar at the address given on the form. Application forms may be downloaded from the School of Management website at www.management.soton.ac.uk

You are requested to complete all questions in full on the form and provide additional documents giving more details if necessary.

References

You should provide two references on your suitability for postgraduate study. One of the references should be from an academic referee who has taught you at your most recent university. The second reference will normally be from the university where you are currently employed. Personal or character references should usually be additional to the two references described above. Both references should be on formal headed paper and/or with the official seal/stamp of the university or company. A decision on your application cannot be made until both references have been received.

Fees

The fee for the programme starting in November 2006 will be £3,750 per person. This includes programme materials, accommodation and meals for the three core modules and the final two-day meeting for project discussion and presentation.

The fee for the programme commencing in November 2007 will be £3,950 per person.

For further information, please see the School of Management website: www.management.soton.ac.uk

What to enclose with your application form

- . academic transcript of courses and marks
- . degree certificates
- . two references on headed paper.
- . ethnic origin form
- . CV or resumé
- . statement of purpose (reason for choosing the study programme)
- . English test result (if appropriate)
- . GMAT or professional qualification certificates (if appropriate)

Further information

Further information is available from the CHEMPaS website www.chempas.soton.ac.uk or email: chempas1@soton.ac.uk



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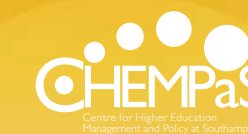
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Postgraduate Certificate in Higher Education Management (PGC-HEM)

Continuing Professional Development for
Leaders and Managers in Higher Education



The University of Southampton

With 20,000 students and 5,000 staff from across the world, the University of Southampton has a thriving postgraduate community that undertakes research at the highest national and international level.

The University has a global reputation for academic research and was rated among the top 10 UK universities in the last national Research Assessment Exercise in 2001. Our academics regularly pioneer new approaches and techniques that are of immediate value to the world. We actively promote the unique features of our research and transfer this knowledge to the outside world through our entrepreneurial activities and external partnerships.

As one of our postgraduates, you will not only benefit from the lively, student-centred environment we foster in Southampton, but have the opportunity to contribute to development of research at the University.

Professional development for leaders and managers in higher education

Overview

The dynamic changes in higher education, such as increased competition, new funding arrangements and the emergence of new technology, are all placing pressure on universities to operate on a much more professional level.

The Postgraduate Certificate in Higher Education management (PGC-HEM) has been designed to provide continuing professional development (CPD) for higher education leaders and managers. It provides excellent preparation for experienced managers who want to take on more senior managerial positions.

Who is this course for?

Participants on this course include academic leaders and managers as well as staff working in professional services.

Aims and benefits

The PGC-HEM programme is intended to equip staff working in higher education management for further responsibilities and leadership, and to inspire them to develop their careers within the higher education sector.

The PGC-HEM programme will:

- help you to meet the needs of higher education for management at a senior level
- enable you to develop your skills to operate at a strategic level within the field of higher education management
- introduce you to leading-edge concepts and approaches in the field of higher education management
- build on your previous experience and develop your skills as a reflective practitioner; better able to analyse and solve problems, management challenges and issues within a variety of higher education organisational contexts
- develop existing skills such as self-reflection, the pursuit and evaluation of research, teamworking and presentation skills,

The PGC-HEM programme will enable you to develop your knowledge and understanding of:

- a wide range of key strategic issues in the field of higher education management and policy
- relevant theory and concepts that impact on management in higher education
- key policy developments and their impact upon the management of higher education institutions
- the differing aspects of higher education management and demonstrate the range of responses to policy changes and challenges
- the most effective ways to approach and solve complex problems.

The programme will help you to:

- apply a range of management techniques and theories to analyse issues and problems in the field of higher education
- intervene more effectively at a strategic level within organisations having developed a more critical understanding of management models and concepts and an extended knowledge base.
- operate more effectively within and across institutions of higher education, having gained a greater understanding of comparative approaches to higher education management.

Programme structure

Part-time programme (completion over 12-15 months)

The programme is based on three units each delivered as a three-day residential block; in addition, there is one final two-day residential block. For each of the three main units, participants undertake directed reading and prepare a short assignment. After completing these three units, participants undertake a project with dissertation.

The three units are:

Strategic Issues and Evaluation in Higher Education

Topics include student numbers; widening participation in higher education; internationalisation and globalisation; regional policy; strategic planning; performance indicators; change management; leadership; and quality assurance and assessment (including research and teaching).

Organisation and Management in Higher Education

Topics include changing patterns of institutional management;

centralisation and devolution; institutional cultures; the 'entrepreneurial' university; marketing in higher education; external relations; the position of professional services; and careers and personal development planning.

Resource Management in Higher Education

Topics include current issues in the financing of higher education; models for resource allocation; management of human and physical resources; income generation; and cost-effectiveness and customer care.

Dissertation

Students undertake an 8,000-word dissertation on a topic relevant to their own professional experience and institution. Examples of recent projects undertaken include a study of performance indicators in a research-intensive institution; the development of a communications strategy for an estates department; debt recovery in a major research university; the provision of management information related to capital projects; a review of governance and organisational structures in a major university; the development of a new staff induction programme; a review of nursery provision in universities; and an assessment of income generation in a small, specialised institution.



Centre for Higher Education Management and Policy at Southampton (CHEMPaS)

The PGC-HEM programme is delivered by CHEMPaS. Established in 2004 as an interdisciplinary focus for research, postgraduate programmes, CPD and consultancy on key issues relating to higher education, CHEMPaS aims to integrate high-level academic research with professional practice in all aspects of higher education management and policy.

CHEMPaS is based in the Schools of Education and Management, but also involves researchers from many other parts of the University. It provides a lively and stimulating environment for the generation of new ideas and the sharing of experience on a wide range of topics in the field of higher education.

The PGC-HEM programme is taught by CHEMPaS staff who have worked at senior management levels of higher education. They bring to the programme direct, relevant and personal experience of the issues facing higher education leaders and managers, coupled with cutting-edge research expertise.



City of Southampton

Located on the south coast of England, Southampton is a vibrant and cosmopolitan city which is just one hour away from London by train.

Southampton is large enough to offer a wealth of cultural and social attractions, including restaurants, bars, clubs, cinemas and theatres but compact enough to retain a friendly and safe atmosphere. The city is a fascinating mix of old and new, with the WestQuay shopping complex, one of the UK's largest retail malls, standing alongside the city's medieval walls.

The port of Southampton has played an important role in England's maritime history. *Titanic* sailed from Southampton on its infamous voyage in 1912 and the city is now home to *Queen Mary 2*. Southampton is famous for its ocean sailing, and the shoreline is studded with marinas and waterfront developments.

Location

The programme is based at Chilworth Manor Hotel, a well-equipped conference venue, which has close links with the University of Southampton and is situated just a few miles from the main Highfield campus. Southampton Airport and the adjoining Southampton Parkway train station is a 15-minute taxi ride to the hotel.

