

S E C T I O N    1

Institutions offering specific qualifications  
in educational administration.

A U S T R A L I A

A R M I D A L E C O L L E G E O F A D V A N C E D E D U C A T I O N

Armidale, N.S.W.

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Offers one qualification in educational administration:

DIPLOMA IN SCHOOL ADMINISTRATION

- . minimum entrance requirements - holding a position of special responsibility, five years full-time teaching and/or administrative responsibility, and completion of programme of teacher education of at least two years in an approved institution
- . course structure - 2-5 years part-time, taught by external studies, one week in residence each year; four major courses (12 units) and practical experience including a report on field work; enrolment limited to 100

Further information available from: Chairman, School of Further Professional Studies, Armidale College of Advanced Education, Mossman Street, Armidale, 2350, N.S.W., Australia.

T H E A U S T R A L I A N N A T I O N A L U N I V E R S I T Y

Canberra, A.C.T.

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Admits to Ph.D. programmes a limited number of students for social science studies in education, including educational administration topics such as the politics and the economics of education. A Ph.D. programme involves three years full-time research and submission of a thesis for examination.

Further information available from: The Dean, Research School of the Social Sciences, Australian National University, Canberra, A.C.T., 2600, Australia.

C A N B E R R A C O L L E G E O F A D V A N C E D E D U C A T I O N

S C H O O L O F T E A C H E R E D U C A T I O N

Canberra, A.C.T.

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Offers one qualification in educational administration:

M.Ed. SPECIALISING IN EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements - graduate status, professional teaching qualification and suitable experience in teaching or some other relevant field of education

- . course structure - 4 seminar units, one-year full-time or two years part-time and field study (internship). Five units available in educational administration plus others in curriculum, research, media and special education
- . 92 enrolled in 1976

Some students come to the College from other parts of the Commonwealth. Post-graduate scholarships are available.

Further information available from: Head of School of Teacher Education, Canberra College of Advanced Education, P.O. Box 1, Belconnen, A.C.T. 2616, Australia.

F L I N D E R S   U N I V E R S I T Y

Adelaide, S.A.

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Offers programmes leading to:

- . graduate Diploma in Educational Administration after one year of full-time study or two years of part-time study
- . Master of Educational Administration after two years of full-time study or four years of part-time study

Further information available from: The Secretary, School of Education, The Registry, The Flinders University of South Australia, Bedford Park, 5042, S.A., Australia.

M O N A S H   U N I V E R S I T Y

Clayton, Victoria

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Offers three qualifications in educational administration:

- (1) B. Ed. SPECIALIZING IN EDUCATIONAL ADMINISTRATION
  - . minimum entrance requirements - university graduation including Diploma in Education and three years' teaching experience
  - . course structure - 6 semester courses which can be taken in one year full-time or up to six years part-time

(2) M. Ed. SPECIALIZING IN EDUCATIONAL ADMINISTRATION:

- . minimum entrance requirement - either a first degree with honours or a B.Ed. degree; other applicants may be admitted to a specific M.Ed. preliminary program.
- . course structure -
  - either a) major thesis only, although two research methodology semester courses may also be required;
  - or b) coursework, comprising six semester courses, plus a minor thesis of about 30,000 words.
- . a candidate shall complete his work in not more than two years full time, or not more than four years part time.

(3) Ph. D. SPECIALIZING IN EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements are normally a Masters degree or a Bachelors degree with honours.
- . a major thesis is required

M O U N T   G R A V A T T   C O L L E G E   O F   A D V A N C E D  
E D U C A T I O N  
Brisbane, Queensland

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Offers one qualification in educational administration:

GRADUATE DIPLOMA IN SCHOOL ADMINISTRATION

- . minimum entrance requirements - a bachelor's degree or Diploma in Teaching or its equivalent, and successful Teaching experience
- . course structure - two years part-time; six major areas, (8 subjects in 4 semesters) 2 vacation schools; evaluation by course work and dissertation

Further information available from: Head, Division of Education, Mount Gravatt College of Advanced Education, P.O. Box 82, Mount Gravatt, Qld, 4122.

U N I V E R S I T Y   O F   N E W   E N G L A N D  
Armidale, N.S.W.

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Has a separate Centre for Administrative Studies in Education  
Offers four qualifications in educational administration:

(1)    DIPLOMA IN TERTIARY EDUCATION

- .    minimum entrance requirements - first degree or equivalent, and employed or eligible to be employed in a tertiary institution
- .    course structure - 6 semester units; one year full-time, two years part-time, or external programme; internship arranged where past experience inadequate
- .    20 normally enrolled

(2)    M.Ed. ADMIN

- .    minimum entrance requirements - first degree or equivalent, teacher's certificate, and minimum of 7 years experience in teaching and/or administration
- .    course structure - 4 semester units and dissertation (30,000 - 40,000 words)
- .    75 normally enrolled

(3)    M.Ed. ADMIN (HONS)

- .    minimum entrance requirements - pass at meritorious level in M.Ed.Admin. or equivalent qualifications
- .    course structure - 6 advanced semester units and several extended essays (each about 15,000 words)
- .    20 normally enrolled

(4)    Ph.D. IN EDUCATIONAL ADMINISTRATION

- .    minimum entrance requirements - bachelor's or master's degree at good honours level, usually M.Ed.Admin.(Hons)
- .    course structure - research thesis required, about 10,000 words
- .    5 normally enrolled

On average 4 students from other parts of the Commonwealth are enrolled each year. Financial assistance for mature students is available in the form of post-graduate research scholarships; for the Diploma in Tertiary Education financial assistance in the form of Kellogg scholarships and fellowships is available to students from the South-West Pacific area.

Also offers, at post-graduate level, educational administration courses which can be credited to M.A., M.Ed.(Hons) or M.Ed.

Further information available from: Head, Centre for Administrative Studies in Education, Faculty of Education, University of New England, Armidale, 2351.

U N I V E R S I T Y   O F   Q U E E N S L A N D  
Brisbane, Queensland

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Offers one qualification in educational administration:

MASTER OF EDUCATIONAL ADMINISTRATION

- . minimum entrance standard - approved degree preferably including some study of educational administration and 3 years approved educational experience
- . course structure - half of the course work and the research requirement must be in the area of educational administration, remainder of course work may be in educational administration or in another major study area
- . 27 enrolled in 1976

This University also offers educational administration courses as part of the Bachelor of Educational Studies programme and provides supervision for students wishing to complete the Master of Education degree or the Ph.D. by research in the field of educational administration.

Further information available from: The Dean, Department of Education, University of Queensland, St. Lucia, Brisbane, Queensland, 4067, Australia.

R I V E R I N A   C O L L E G E   O F   A D V A N C E D   E D U C A T I O N  
S C H O O L   O F   T E A C H E R   E D U C A T I O N

Wagga Wagga, N.S.W.

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Offers one qualification in educational administration:

DIPLOMA IN SCHOOL MANAGEMENT

- . minimum entrance requirements - administrative position in a school and acceptable experience, or evidence of recognized award for academic study
- . course structure - full-time (one year) or part-time (2-3 years); three major strands (organization, management and curriculum) 30 units to be completed; assessment by combination of criteria rather than final examination alone

Further information available from: Head, School of Teacher Education, Riverina College of Advanced Education, P.O. Box 588, Wagga Wagga, N.S.W., 2650, Australia.

Offers two qualifications in educational administration:

- (1) M.Ed. and Ph.D.
  - . the Faculty is now able to accept for the post-graduate degrees of Master of Education and Doctor of Philosophy candidates who wish to pursue research in this field
- (2) Other courses,
  - . at post-graduate level, educational administration courses which form part of the course for the award of the Diploma in Education. 185 students enrolled in 1976
  - . at undergraduate level, an introductory course dealing with the organization and administration of Education will form part of the work to be undertaken for the third year of a four year course by those students who are enrolled for the Degree of Bachelor of Education

Further information available from: The Dean, Faculty of Education, The University of Tasmania, Box 252C, G.P.O., Hobart, Tasmania, 7002, Australia.

W E S T E R N   A U S T R A L I A N   I N S T I T U T E

O F   T E C H N O L O G Y

South Bentley, W.A.

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Offers four courses in educational administration:

- (1) DIPLOMA IN EDUCATIONAL ADMINISTRATION
  - . minimum entrance requirements - completion of teachers' college course or 5 years approved experience in teaching
  - . course structure - total of 17 units - average duration 2 hours each per week, normally 3 years part-time; no dissertation required
  - . no internship required, but all students have had significant prior work experience
  - . 220 enrolled in 1976
- (2) BACHELOR OF BUSINESS (SCHOOL MANAGEMENT ELECTIVE)
  - . minimum entrance requirements - normally completion of Dip.Ed.Admin. (Substantial credits may be given to students who have completed the Dip.Ed.Admin.)

- . course structure - total of 33 units, average duration 3 hours each per week; 3 years relevant work experience
  - . 6 enrolled in 1976
- (3) GRADUATE DIPLOMA IN ADMINISTRATION (EDUCATION OPTION)
- . minimum entrance qualifications - first degree or equivalent plus 3 years relevant work experience
  - . course structure - total of 12 units, each of 2 hours per week, normally 2 years part-time; no dissertation required
  - . 140 enrolled in 1976
- (4) MASTER OF BUSINESS (EDUCATIONAL ADMINISTRATION OPTION)
- . minimum entrance qualifications - first degree or Graduate Diploma or equivalent plus 3 years relevant work experience
  - . course structure - total of 18 units, average duration 2 hours each per week; normally 4 years part-time; primarily course work but independent project required
- 10 enrolled in 1976

The Department of Management also runs seminars from time to time in educational administration, but these are not credited towards qualifications.

Further information available from: Head, Department of Management, Western Australian Institute of Technology, Hayman Road, South Bentley, W.A., 6102, Australia.

T H E U N I V E R S I T Y O F W E S T E R N A U S T R A L I A

Perth, W.A.

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Enrolments for Ph.D. studies in educational administration are accepted.

Further information available from: The Head of the Department of Education University of Western Australia, Nedlands, W.A., 6009, Australia.

- see also entry in Section 2



U N I V E R S I T Y   O F   D A C C A

Bangladesh

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Has a separate Department of Educational Administration (The Institute of Education and Research).

Offers two qualifications in educational administration:

(1) M.Ed. IN EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements - a good bachelor's degree plus a good bachelor's degree in education or equivalent diploma: some professional experience preferred
- . course structure - 1 year, 45 credit hours; thesis optional; some practical experience included
- . approximately 50 enrolled

(2) Ph.D. IN EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements - M.Ed. degree of good standard, or other good master's degree plus bachelor's degree in education; 3 years professional experience
- . course structure - 2-3 years; 72 credit hours and thesis
- . approximately 5 enrolled

Further information available from, The Director, Institute of Education and Research, University of Dacca, Dacca 2, Bangladesh.

C A N A D A

A C A D I A U N I V E R S I T Y

Wolfville, Nova Scotia

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Offers one qualification in educational administration:

M.Ed. (ADMIN)

- . minimum entrance requirements - first degree and B.Ed. or equivalent with B average; 2 years' successful teaching; satisfactory aptitude scores
- . course structure - 5 full courses and thesis; one year's residence required - some internship included in this year
- . enrolment averages 5

The programme is commenced in the summer preceding the academic year in which the student enrolls. Students in this programme are eligible to apply for a graduate teaching fellowship with a value of \$2800 Canadian.

Further information available from: Head, School of Education, Acadia University, Wolfville, Nova Scotia, Canada.

U N I V E R S I T Y O F A L B E R T A

Edmonton

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Has a separate Department of Educational Administration.

Offers three qualifications in educational administration:

(1) GRADUATE DIPLOMA IN EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements - approved degree, professional teaching certificate, and 2 years teaching experience
- . course structure - 4 full courses (24 hours) of which 2 are required courses in educational administration
- . 200 enrolled in 1975-76 (all part-time)

(2) M.Ed. IN EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements - 4-year bachelor's degree with acceptable level of achievement; related experience desirable
- . course structure - 5 full courses (30 hours) plus thesis; or 8 full courses (48 hours)
- . 45 enrolled in 1975-76 (all full-time)

(3) Ph.D. IN EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements - master's degree of very good standing; experience, aptitude scores, and references
- . course structure - 7 full courses (42 hours) and thesis; internship for students who require practical experience
- . 30 enrolled in 1975-76 (all full time)

Some students come from other parts of the Commonwealth, 14 in 1975-76. They can receive financial help through graduate teaching and research assistantships if qualified to perform services required.

The University also offers, at undergraduate level, educational administration courses which can be credited to B.Ed. degree, normal enrolment 1200.

Planning for the future includes introduction of new courses to permit specialization in various aspects of educational administration.

Further information available from: Chairman, Department of Educational Administration, Faculty of Education, The University of Alberta, Edmonton, Canada, T6G 2G5.

U N I V E R S I T Y   O F   B R I T I S H   C O L U M B I A

Vancouver

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Has a separate Centre for the Study of Administration in Education.

Offers three qualifications in educational administration:

(1) M.Ed. (ADMIN)

- . minimum entrance requirements - high 2nd class standing in 5 years of university work

- . programme requirements - 18 units of coursework (3 units equal 3 hours a week or 72 hours a year); graduate paper; comprehensive examination
  - . internship optional
  - . 135 enrolled in 1976
- (2) M.A. IN EDUCATION (ADMIN)
- . minimum entrance requirements - high 2nd class standing in 5 years of university work
  - . course requirements - 18 units of course work (3 units equal 3 hours a week or 72 hours a year) including a thesis (3/6 units); comprehensive examination
  - . internship optional
  - . 6 enrolled in 1976
- (3) Ed.D. (ADMIN)
- . minimum entrance requirements - a master's degree with 1st class performance in specialist area and evidence of strong research capability
  - . course structure - normally 3 winter sessions in residence; coursework determined individually, dissertation required
  - . 20 enrolled in 1976

Research and teaching assistantships are available. For further information contact: Chairman, Department of Educational Administration, Faculty of Education, University of British Columbia, Vancouver, B.C., Canada. V6T 1W5

A small core of courses and experiences constitutes the basic requirement of each degree programme. The balance of the programme is planned by the candidate and his advisor.

The main strengths of the graduate programmes are thought to be:

- (1) Flexibility - allowing a specially planned programme of study for each candidate
- (2) Theoretical-conceptual-clinical emphasis - based on a belief that technical training is best acquired through intern and on-the-job experiences
- (3) Tutorial relationships that develop between students and professor - largely because of accessibility and diverse backgrounds of staff
- (4) A wide choice of related courses from other university departments

New programmes and course offerings are being developed by the Centre in several fields - including such areas of interest as Policy Studies and Programme Development and Evaluation. Also, new materials are being developed for use in simulation training - both on campus and off.

U N I V E R S I T Y   O F   C A L G A R Y

Calgary

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Has a separate Department of Educational Administration.

Offers four qualifications in educational administration:

(1)     DIPLOMA IN EDUCATIONAL ADMINISTRATION

- .     minimum entrance requirements - approved degree and consent of the Department
- .     course structure - 4 courses, normally completed in 2 years', must be completed within 3 years
- .     225 enrolled in 1975

(2)     M.Ed. IN EDUCATIONAL ADMINISTRATION

- .     minimum entrance requirements - first degree with B standing; satisfactory references
- .     course structure - 8 courses, 2 compulsory and others from range of options; comprehensive examination with written and oral components
- .     70 enrolled in 1975

(3)     M.A. IN EDUCATIONAL ADMINISTRATION

- .     minimum entrance requirements - B.Ed. or equivalent; strong academic background, interest in theory and research and in the practice of educational administration teaching experience
- .     course structure - 6 full courses (3 in educational administration) including research seminar, field experience and thesis; programme normally requires 2 years, one in residence
- .     23 enrolled in 1975

(4) Ph.D. IN EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements - master's degree of high standing; teaching and administrative experience; personal interview, and satisfactory references
- . course structure - two alternatives; concentration on (1) requirements of the field practitioner, or on (2) requirements of the university teacher and researcher; the first alternative requires a report analysing a significant innovation in an education system; the second requires a research design; all students take an advanced theory seminar and an advanced research seminar; 2 years residence
- . full-time students in residence are eligible for financial assistance - \$1800(C) to \$3600 and remission of fees
- . 12 enrolled in 1975

Some students enrol from other parts of the Commonwealth and if qualified may be appointed to graduate teacher assistantships or graduate research assistantships plus remission of fees

Further information available from: Dr. R. B. Carson, Head, Department of Educational Administration, Faculty of Education, The University of Calgary, 2920, 24 Avenue N.W., Calgary, Alberta, Canada, T2N 1N4.

U N I V E R S I T Y   O F   M A N I T O B A

Winnipeg

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Has a separate Department of Educational Administration

Offers three qualifications in educational administration:

(1) B.Ed. OR PRE-MASTER'S IN EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements - B.A. or equivalent and teacher's certificate
- . course structure - five full-courses equivalents or 30 credit hours, 18 in educational administration; no thesis; there is provision for internships
- . approximately 200 students in 1975-76

(2) M.Ed. IN EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements - B.A., B.Ed., or B.Ed. and Pre-Master's and 2 years teaching experience
- . course structure - 2 alternative programmes: the preparation and writing of a major thesis and 18 credit hours of course work; or 30 credit hours of course work and a comprehensive examination, or a research paper. The latter programme is not regarded as an adequate prerequisite for doctoral study
- . approximately 100 students in 1975-76

(3) Ph.D. IN EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements - normally M.Ed. by thesis
- . course structure - two years full-time, one spent in research, both years in residence; thesis required
- . 7 students in 1975-76

Students enrol from other parts of the Commonwealth, 4 in 1975-76. Students, local or from elsewhere, who become teaching assistants receive \$2000(C) - \$3000(C) per annum

Further information available from: Head, Department of Educational Administration, Faculty of Education, The University of Manitoba, Winnipeg, Manitoba, Canada, R3T 2N2.

M C G I L L U N I V E R S I T Y

Montreal, Quebec

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Has a separate Department of Educational Administration

Offers two qualifications in educational administration:

(1) M.A. EDUCATIONAL ADMINISTRATION

- . minimum entrance requirement - bachelor's degree 2nd class, teaching diploma, and references
- . course structure - 4½ full courses and thesis
- . 15 enrolled in 1976

(2) M.Ed. EDUCATIONAL ADMINISTRATION

- . minimum entrance requirement - bachelor's degree  
2nd class, teaching diploma and references
- . course structure - 8 full courses
- . 120 enrolled in 1976

Some students from other parts of the Commonwealth are enrolled, about 10 in 1976. Financial assistance from University depends on funds available.

Doctoral Study is possible for a limited number of students. One enrolled in 1976.

Further information available from: Dr. Geoffrey B. Isherwood, Chairman, Educational Administration, Faculty of Education, McGill University, Montreal, 112, Quebec, Canada.

U N I V E R S I T Y   O F   M O N T R E A L

Montreal

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Has a separate Department of Educational Administration

Offers three qualifications in educational administration:

(1) M.Ed. IN EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements - first degree at honours level and 2 years professional experience
- . course structure - 45 credits and a major paper; internship included
- . 220 normally enrolled

(2) M.A. IN EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements - first degree at A standing and 12 years professional experience
- . course structure - 30 credits and thesis
- . 10 normally enrolled

(3) Ph.D. IN EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements - M.A., with A standing



- . course structure - 30 credits and thesis
- . 15 normally enrolled

Some students come from other parts of the Commonwealth, no financial assistance is available.

Offers also undergraduate educational administration courses which can be credited to bachelor's degree in education or in physical education; approximately 500 normally enrolled.

Further information available from: Directeur, Section d'Administration de l'Education, Universite de Montreal, Montreal, Canada.

## U N I V E R S I T E   D E   M O N C T O N

Moncton, New Brunswick

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Has a separate Department of Educational Administration

Offers three qualifications in educational administration:

- (1)    DIPLOMA IN EDUCATIONAL ADMINISTRATION
- (2)    M.Ed. IN EDUCATIONAL ADMINISTRATION
- (3)    M.A.Ed. IN EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements, B.Ed. or B.A. and Professional year. Three years experience in teaching
- . course structure, 10 half courses (45 hours each). Plus research project for M.Ed. or thesis for M.A.Ed.
- . 340 enrolled M.Ed. 1975-76  
6 enrolled M.A.Ed. 1975-76

A new course in the legal aspects of educational administration is being introduced.

Further information available from, Director, Department of Educational Administration, Faculty of Education, Universite de Moncton, Moncton, New Brunswick, Canada.

Has a separate Department of Educational Administration

Offers two qualifications in educational administration:

- (1) M.Ed. IN EDUCATIONAL ADMINISTRATION
  - . entrance requirements - bachelor's degree, 2nd class and 10 courses in education with B standing
  - . course structure - 4 alternative programmes: 10 courses and thesis, or 10 courses and project, or 10 courses and full-time internship, or 14 courses
  - . 120 students enrolled in 1976
- (2) GRADUATE DIPLOMA IN EDUCATIONAL ADMINISTRATION
  - . minimum entrance requirements - bachelor's degree with 10 courses in education with B standing
  - . course structure - 8 courses; full-time or part-time
  - . 20 enrolled in 1976

Occasionally students are enrolled from other parts of the Commonwealth and are financially assisted by the University by way of fellowships and bursaries.

Further information available from: Head, Dr. Llewellyn Parsons, Department of Education, Memorial University of Newfoundland, St. John's, Newfoundland.

ONTARIO INSTITUTE FOR STUDIES

IN EDUCATION

Toronto

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Has a separate Department of Educational Administration

Offers five qualifications in educational administration:

- (1) M.Ed. WITH SPECIALIZATION IN EDUCATIONAL ADMINISTRATION
  - . minimum entrance requirements - bachelor of arts with B standing in last year and normally 1 year teacher training, 1 year teaching

- . course structure - 4 full courses (8 half courses);  
5 full courses (10 half courses) if no professional  
training, no thesis required; internship optional
  - . 280 normal enrolment
- (2) M.A. WITH SPECIALIZATION IN EDUCATIONAL ADMINISTRATION
- . minimum entrance requirements - normally 4 year B.A. with  
B standing in last year, 1 year teacher training, and  
1 year teaching (Preferred)
  - . approximately 10 enrolled
- (3) Ed.D. WITH SPECIALIZATION IN EDUCATIONAL ADMINISTRATION
- . minimum entrance requirements - M.Ed. or M.A. with B+  
standing in educational administration; proof of  
research ability; evidence of successful leadership  
experience in educational administration; 1 year  
teacher training, 1 year teaching
  - . course structure - 4 full courses (8 half courses) and  
thesis; 1 year full-time residence; 1 or 2 terms  
administrative internship
  - . 15 normal enrolment
- (4) Ph.D. WITH SPECIALIZATION IN EDUCATIONAL ADMINISTRATION
- . minimum entrance requirements - M.Ed. or M.A. with B+  
standing in educational administration; proof of  
research ability
  - . course structure - 4 full courses (8 half courses) and  
thesis, 2 years full-time residence, 1 term internship  
in 2nd year
  - . 20 normal enrolment
- (5) CERTIFICATE IN SCHOOL MANAGEMENT
- . minimum entrance requirements - 1 year professional  
experience
  - . course structure - 3 full courses (6 half courses)
  - . 5 enrolled normally

Some students come from other parts of the Commonwealth, five  
in 1974; financial assistance available through graduate  
assistantships and research assistantships.

Further information available from, Chairman, Department of Educational  
Administration, The Ontario Institute for Studies in Education, 252 Bloor  
Street West, Toronto, Ontario, Canada, M5S 1V6.

U N I V E R S I T Y   O F   O T T A W A

Ottawa

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Has a 'concentration' on Educational Administration

Offers three qualifications in educational administration:

(1) M.Ed. IN EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements - Honours B.A. or equivalent plus one year of professional education or its equivalent
- . course structure - 32 credits (1 credit equals 1 hour lecture/seminar per week for 15 weeks). Comprehensive examination, no thesis; part-time or full-time internship may be offered to non-Canadian students
- . 427 enrolled in 1976

(2) M.A. IN EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements - as for M.Ed. in Educational Administration
- . course structure - 32 credits, thesis, and comprehensive examination; full-time or part-time; internship may be offered to non-Canadian students
- . 63 enrolled in 1976

(3) Ph.D. IN EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements - M.A. in Educational Administration
- . course structure - 24 credits, thesis, comprehensive examination; full-time or part-time; internship possible for students without administrative experience
- . 73 enrolled in 1976

Some students enrol from other parts of the Commonwealth, 8 in 1974. They are eligible for limited number of graduate assistant posts as are all other graduate students.

Further information available from: Dean, Faculty of Education, University of Ottawa, 550 Cumberland Street, Ottawa, Canada, K1N 6N5.

QUEEN ' S   U N I V E R S I T Y

Kingston, Ontario

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Has a separate Department of Educational Administration

Offers one qualification in educational administration:

M.Ed. (ADMINISTRATION)

- . minimum entrance requirements - honours bachelor's degree 2nd class standing, a bachelor's degree in education, and 2 years successful teaching; or a general bachelor's degree, 2nd class standing, a bachelor's degree in education, and 4 years successful teaching
- . course structure - 8 half courses, 4 in educational administration and 4 as options; thesis may be included having weight of 2 half-courses
- . 125 normally enrolled

Some students come from other parts of the Commonwealth. Financial assistance may be provided in the form of open scholarships, teaching assistantships, research assistantships.

Offers post-graduate educational administration courses which can be credited to Principal Certificate or Supervisory Certificate; 120 normally enrolled.

A future development being planned is exchange programmes with McGill University (Quebec) and St. Lawrence University (U.S.A.)

Further information available from: Co-ordinator of Graduate Studies and Research, Queen's University, Kingston, Ontario K7L 3N6, Canada.

U N I V E R S I T Y   O F   R E G I N A

Regina

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Has a separate 'Subject Area' in Educational Administration

Offers two qualifications in educational administration:

(1) DIPLOMA IN EDUCATIONAL ADMINISTRATION

- . minimum entrance qualifications - a first degree, teacher's certificate and some teaching experience
- . course structure - 32 credit hours (one year course for full-time students)

(2) M.Ed. IN EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements - first degree of good standing, teacher's certificate, and some teaching experience
- . course structure - 32 credit hours plus thesis, or 44 credit hours without thesis, but plus a research project

Further information available from: Dr. G. E. Richert, Associate Dean, Faculty of Education, University of Saskatchewan, Regina Campus, Regina, Saskatchewan, Canada.

U N I V E R S I T Y   O F   S A S K A T C H E W A N

Saskatoon

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Has a separate Department of Educational Administration

Offers two qualifications in educational administration:

(1) Dip.Ed. ADMIN

- . minimum entrance requirements - first degree
- . course structure - 5 courses; no thesis required
- . 25 normally enrolled

(2) M.Ed. IN EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements - Dip.Ed.Admin. with high standing or B.Ed. or equivalent
- . course structure - for students with Dip.Ed.Admin. a thesis or 2½ courses, one of which must be practical (either a field project or an administrative internship)
  - for students with B.Ed., a thesis and 4½ courses or, no thesis and 7 courses plus a practical course and a course in research methods; also a comprehensive examination
- . 30 enrolled normally

Some students come from other parts of the Commonwealth; financial assistance is available through graduate teaching fellowships and graduate teaching assistantships

Offers also undergraduate educational administration courses which can be credited to a B.Ed. degree; approximately 500 enrolled in 1974.

Among future developments being planned is an extension of administrative internships.

Further information available from: The Head, Department of Educational Administration, Faculty of Education, University of Saskatchewan, Saskatoon, Saskatchewan, Canada.

U N I V E R S I T Y   O F   V I C T O R I A

British Columbia

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Has a separate Section of Educational Administration

Offers two qualifications in educational administration:

(1) M.A. IN EDUCATIONAL ADMINISTRATION

- . minimum educational requirements bachelor's degree with B average
- . course structure - 15 units and thesis
- . approximately 20 enrolled in 1976

(2) M.Ed. IN EDUCATIONAL ADMINISTRATION

- . minimum educational requirements, bachelor's degree with B average
- . course structure, 18 units and comprehensive examination
- . approximately 50 enrolled in 1976

The University makes available scholarships and fellowships for students from other parts of the Commonwealth. Offers also, at undergraduate level, educational administration courses which can be credited to B.Ed. or Dip.Ed.; over 100 enrolled in 1976.

Plans for the future include a doctorate and non-thesis M.Ed. in educational administration. For admission to the latter, years of professional experience and professional standing will be among the criteria.

Further information available from: Chairman, Educational Administration Section, Faculty of Education, University of Victoria, Victoria, British Columbia, Canada.

U N I V E R S I T Y   O F   W I N D S O R

Windsor, Ontario

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Has a separate Department of Educational Administration

Offers one qualification in educational administration:

MASTER OF EDUCATIONAL ADMINISTRATION

- . minimum educational requirements, B.A. (3 years) and B.Ed. or equivalent teacher training, or B.A. (3 years) and 2 years related professional experience, or B.A. (4 years)
- . course structure, 10 half courses (minimum of 40 hours each). An applied studies course must be included as one of the 10 courses. This may be a practicum, a field study, a major paper or a thesis
- . 127 students enrolled in 1976

A future one year post graduate course in educational administration may be credited to B.Ed. and an Ontario teaching certificate.

The possibility of offering a doctoral programme in educational administration, accessible to practising administrators is under investigation.

Further information available from: Chairman, Department of Educational Administration, Faculty of Education, University of Windsor, Windsor, Ontario, N9B 3P4, Canada.



Has a separate Department of Educational Administration, Planning and Curriculum Development

Offers one qualification in educational administration:

M.A. IN EDUCATIONAL ADMINISTRATION

- . minimum educational qualifications, bachelor's degree at least 2nd division or equivalent. Teaching experience and/or administrative experience. Education pass at undergraduate or post graduate level
- . course structure, one academic year of course work. In second year the student must write a thesis, undertake a brief internship and take part in visits, practical research and workshop activities
- . 7 students in 1976

Other courses in educational administration may be credited to: B.Ed. and Post Graduate Dip.Ed.

Post graduate one-year courses for educational administrators and supervisors are being planned.

In 1977 it is expected to hold the first Commonwealth Regional Training Course in educational administration and supervision at Nairobi. This course follows a series of regional seminars held in Freetown, Siera Leone; Georgetown, Guyana; and Kuala Lumpur, Malaysia, concentrating on aspects of educational administration and supervision. The course is planned for a three month period and participants will be nominated by Ministries of Education in Commonwealth Africa.

Further information available from Mr. M. Maleche, Faculty of Education, University of Nairobi, Nairobi, Kenya.

M A L A Y S I A

U N I V E R S I T I S A I N S M A L A Y S I A

Penang

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Offers one qualification in educational administration:

MASTER OF EDUCATION IN EDUCATIONAL ADMINISTRATION

- . minimum educational requirements B.A. or B.Sc. plus Certificate in Education or Diploma in Education or equivalent
- . course work, 10 courses plus a thesis. The course is at present offered to part-time students but a full-time course is being planned

A further course leading to a Diploma or Certificate in Educational Administration is under consideration.

The department also offers an under-graduate course in educational administration as an elective within the B.A. with Education or the B.Sc. with Education. 25 students enrolled in 1976.

Further information available from: Director, Centre for Educational Studies, Universiti Sains Malaysia, Penang, Malaysia.

N E W     Z E A L A N D

V I C T O R I A   U N I V E R S I T Y   O F   W E L L I N G T O N

Wellington

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Offers one qualification in educational administration:

DIPLOMA IN EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements - first degree or approved university diploma, and normally, five years service as a certificated teacher
- . course structure - four full courses each of which is examined and a research report on an educational administration topic; one-year full-time (but may be taken part-time)
- . 70 enrolled in 1976

Some students from other parts of the Commonwealth enrol for the course; no financial assistance is provided by the University.

The University also offers, at post-graduate level, educational administration courses which can be credited to Diploma in Educational Studies, Bachelor of Educational Studies, and Bachelor of Arts (Honours).

A future development under consideration is the introduction in conjunction with the State Department of Education of courses in educational administration for recently appointed principals of secondary schools.

Further information available from: Head, Department of Education, Victoria University of Wellington, Private Bag, Wellington, New Zealand.

N I G E R I A

U N I V E R S I T Y   O F   I F E

Ile-Ife, Nigeria

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Offers one qualification in educational administration:

M.Ed. (ED.ADMIN.)

- . minimum entrance requirements - honours degree in arts or science or bachelor's degree in education, in each case plus three years experience as qualified teacher
- . course structure - six courses, all examined, and a thesis; internship included
- . 2 - 3 enrolled yearly

Offers also, at undergraduate level, educational administration courses which can be credited to B.A. and B.Sc. in Education and to the Nigeria Certificate in Education. Seminars are also organized for school principals and other education officials.

Further information available from: Dean, Faculty of Education, University Of Ife, Ile-Ife, Nigeria.

A H M A D U   B E L L O   U N I V E R S I T Y

Zaria

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Has a separate Division of Educational Administration and Planning

Offers one qualification in educational administration:

M.Ed. (EDUCATIONAL ADMINISTRATION)

- . minimum entrance requirements B.A. in Education or B.Ed. Some practical experience in teaching and/or administration
- . course work, thesis and practical experience required
- . 35 students in 1976 including 3 from other Commonwealth countries

Selected topics in educational administration included in

B.A., B.Sc. and B.Ed. degrees - 300 students in 1976

Inservice courses for administrators are being planned.

Further information available from: Head, Division of Educational Administration and Planning, Ahmadu Bello University, Zaria, Nigeria.

P A P U A   N E W   G U I N E A

U N I V E R S I T Y   O F   P A P U A   N E W   G U I N E A

Port Moresby

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Offers one qualification in educational administration:

DIPLOMA IN EDUCATIONAL STUDIES (EDUCATIONAL ADMINISTRATION)  
D.E.S. (Ed.Admin.)

- . minimum entrance requirement - matriculation or provisional admission to the University, teaching qualifications, two years teaching experience and nomination by the State Department of Education
- . course structure: attendance at two "Lahara" (internal) sessions, external studies and supervised field work over a period of two years. Continuous assessment applies to all sections of the Diploma
- . 12 students enrolled in 1975-76

Students are accepted from British Solomon Islands. The University is exploring the possibility of exchanging students with the University of the South Pacific (Fiji).

A two year B.Ed. which includes an educational administration option is offered to experienced teachers.

Further information available from: Dean, Faculty of Education, University of Papua New Guinea, Port Moresby, Papua New Guinea.

U N I T E D      K I N G D O M

B A T H      U N I V E R S I T Y

Bath

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Offers one qualification in educational administration:

MASTER OF EDUCATION Specializing in Educational Management

- . minimum entrance requirements - a first degree recognized by the University, recognized teacher training, minimum of 2 years teaching
- . course structure - 6 modules in aspects of management spread over two terms, dissertation
- . 20 students in 1976. Students enrolled from other parts of the Commonwealth

A double module in Manpower Management may be credited towards M.Ed.

Further information available from: Director of Advanced Studies, School of Education, Bath University, Claverton Down, Bath, BA2 7AY, U.K.

U N I V E R S I T Y    O F    B I R M I N G H A M

Birmingham

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Has a special sub-department with special reference to the developing Commonwealth.

Offers one qualification in educational administration:

DIPLOMA IN COMMONWEALTH AND OVERSEAS EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements: normally a degree or equivalent qualification, teaching qualifications and appropriate experience in teaching and educational administration
- . course structure - 6 courses from 3 major areas, 1 elective course, dissertation, visits and attachments to Education Offices, LEA's, Schools

20-30 students most of whom come from developing Commonwealth countries. Students usually hold awards under the Commonwealth Education Fellowship Schemes and/or scholarships from their own governments.

Successful diploma students can go on to M.Ed. selecting an element of educational administration and planning as part of a course option.

A CERTIFICATE IN COMMONWEALTH AND OVERSEAS EDUCATION is available at under graduate post experience level. 12 students in 1976.

Further information available from: Senior Lecturer in Charge, Commonwealth Courses, School of Education, Ring Road North, University of Birmingham, P.O. Box 363, Birmingham B15 2TT.

U N I V E R S I T Y   O F   G L A S G O W

Glasgow

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Offers one qualification in educational administration:

MASTER OF EDUCATION (ADMINISTRATION) - M.Ed.(Admin.)

- . minimum entrance qualification - first degree and Dip.Ed. or equivalent plus teacher training qualification
- . course structure - course work and research exercise
- . 10 students in 1976

Part courses or courses in educational administration can be credited towards the degree of MASTER OF EDUCATION (M.Ed.).

Further information available from: Institute of Educational Studies, University of Glasgow, Glasgow, Scotland.

U N I V E R S I T Y   C O L L E G E   C A R D I F F

Cardiff, Wales

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Offers three separate qualifications in educational administration:

(1) M.Ed.

- . minimum entrance qualifications - Honours degree or higher degree, 2 years approved professional experience
- . by thesis



(2) M.Ed.

- . minimum entrance qualifications - degree or degree equivalent (non-graduates admitted under certain conditions, 2 years approved experience)
- . by examination and dissertation
- . course structure - five essays or reports of project work accepted in lieu of one of two examinations, dissertation

(3) Ph.D.

- . minimum entrance qualification - degree or degree equivalent. Probationary year may be required of candidates without a master's degree
- . presentation of a thesis

Overseas students are enrolled in these courses. Financial assistance usually obtained through British Council or through U.K. Technical Aid.

Further information available from: The Admissions Officer, University College, P.O. Box 78, Cardiff, CF1 1XL, Wales. - see also Section 1

U N I V E R S I T Y   O F   L O N D O N   I N S T I T U T E  
O F   E D U C A T I O N

London

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Has a separate Department of Educational Administration (Professor, Reader, Senior Lecturer, 3 Lecturers, all full-time)

Courses offered lead to:

(1) M.A. (Education), with special reference to educational administration

- . minimum entrance requirements - university degree or equivalent, teacher certificate and further studies in education
- . course structure - 6 seminar series, regular seminar papers and 2 examinations at end of course. Dissertation. 1 year full-time or 2 years part-time
- . 27 enrolled in 1975-76

(2) DIPLOMA IN EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements - university degree or equivalent, 3 years experience in teaching and/or educational administration and current employment as teacher or administrator
- . course structure - regular written submissions and 2 examinations at end of first year; in second year, essays and project work relevant to field of administration in which student is working; 2 years part-time day release
- . 47 enrolled in 1975-76

(3) DIPLOMA IN EDUCATION (this Diploma is taken in two subjects, one of which may be educational administration)

- . minimum entry requirements - teacher certificate or equivalent qualification
- . course structure - 2 major sections, regular seminar paper and 2 examinations at end of course. 1 year full-time or 2 years part-time
- . 64 enrolled in 1975-76 (16 full-time, 48 part-time)

Educational administration may also be offered as a subject for M.Phil. and Ph.D. Degrees, (by thesis). 9 enrolled in 1975-76.

An M.A. (Education) course is also offered by the Institute's Department of Education in Developing Countries, with special reference to Educational Planning and Development in Low Income Countries.

Further information available from: Head, Department of Educational Administration, University of London Institute of Education, Bedford Way, London, WC1H 0AL, England.

U N I V E R S I T Y   O F   L E E D S

Leeds

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The Overseas Education Unit offers one qualification in educational administration:

DIPLOMA IN EDUCATIONAL ADMINISTRATION

- . minimum entrance qualification - a teaching qualification, not less than 5 years experience (3 years in the case of graduates) holding a responsible position in education

- . Course Structure
  - i) Administration of Educational Systems, Comparative Education, English Educational System, Administration and Inspection, Special Education. Visits and attachments to institutions and educational offices. Simulation exercises, workshops and other practical training
  - ii) Major options: one of the following
    - Primary Education
    - Secondary Organisation
    - Teacher Education and Curriculum Development
    - Educational Planning, Management and Decision-Making
  - iii) Other studies; one or more selected courses from: Curriculum Development, Statistics (and Statistics for Planning), Educational Psychology, Sociology of Education, Administration of Higher Education, Rural Education, Organization of In-Service Training
- . Assessment and Award - assessment is by course work and a major assignment related to the main option

About 20 experienced educationists, mainly from developing countries, are enrolled each year. Most are sponsored by international, national or British aid agencies (such as the Overseas Development Ministry and British Council).

A small number of graduate applicants (normally with a good honours degree) may be considered for a two-year period of study in which the Diploma course in Educational Administration would be followed by a course leading to the M.A. in Education. Intending candidates should indicate their interest at the time of application to the Diploma course.

A descriptive brochure is available from: The Director, Overseas Education Unit, School of Education, The University, Leeds LS2 9JT - see entry under Section 2 for other courses available within the School of Education.

## M A N C H E S T E R   P O L Y T E C H N I C

Manchester

Offers one qualification in educational administration:

### DIPLOMA IN MANAGEMENT IN EDUCATION

- . 2 year Diploma at post-graduate, post experience level. Attendance on basis of day release (one day per week over the 2 years)
- . entrance requirements: 5 years in the education profession;

candidates must be in a post of managerial function; qualified teacher with a degree of a UK university, or C.N.A.A. degree, or equivalent professional qualification

- . course structure: 7 main curricular areas, viz., Systems of Education; Sociology of Organisations; Organisational Psychology; Management of Organisations; Curriculum Development and Planning; Management of Personnel and Management Techniques. Continuous assessment (assignments and group work), and Education Management Case Study final year, and a 10,000 words project relevant to field in which course member is working
- . enrolments 52 in 1975 (in two main groups: Group 1 Primary and Secondary staff; Group 2, Further Education, Polytechnic and College of Education staff)

Short course programme: Education management for senior school staff - 72 enrolled in 1975-76 session. One-day National Conference - 150 delegates took part.

Future planning: full-time Diploma course; continuation of research programme in areas of "middle management"; communications, complexity of institutions; M.Phil. (C.N.A.A.) programme - research and seminars based. Development of short course programmes for Further and Advanced Further Education staff.

Further information available from: Head of Education Management Unit, Department of Management, Faculty of Management and Business, Manchester Polytechnic, Hilton House, Hilton Street, Manchester, M1 2FE, U.K.

## ANGLIAN REGIONAL MANAGEMENT CENTRE

Danbury Park, Chelmsford and Chadwell Heath

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### DIPLoma IN MANAGEMENT STUDIES (EDUCATION)

- . minimum entrance requirements - a degree, teacher's diploma, HND or equivalent qualification plus experience of management at a significant level in the education field. Exceptional applicants over 27 with extensive managerial experience may be admitted without academic qualifications
- . course structure - one day a week for two years (or one year full-time). Six Foundations (basic studies needed through the course) followed by eight problem-centred modules, and an individual project (an applied thesis) in the course member's own organisation.
- . enrolment of 15-20 per year (part-time)

One student came from the Commonwealth in 1975-76. The Centre does not provide financial assistance but may be able to suggest sources of funds.

The Centre also offers, at post-graduate level, a series of short courses or seminars on educational administration, but these are not credited to a degree or diploma: normal enrolment 15 - 20.

Future planning includes wider consultation with local education authorities and institutions on the possibility of introducing courses in such areas as corporate management, organization design, and management of curriculum innovation.

Further information available from: The Registrar, Anglian Regional Management Centre, Danbury Park, Danbury, Chelmsford CM3 4AT, England.

U N I V E R S I T Y   O F   O X F O R D

Oxford

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Offers one qualification in educational administration:

SPECIAL DIPLOMA IN EDUCATIONAL STUDIES (endorsed 'Educational Administration')

- . minimum entrance qualifications - qualified teachers in the U.K. or of equivalent status overseas. Normally 3 years' teaching or educational experience
- . course structure - course work in Administration and Organization, Management, Comparative Studies and Planning, Dissertation, short industrial or other attachment
- . 15 students 1976 including some from Commonwealth countries

Further information available from: University of Oxford, Department of Educational Studies, 15 Norham Gardens, Oxford OX2 6PY, United Kingdom.

UNIVERSITY OF READING SCHOOL OF  
EDUCATION

Reading

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Has a separate Department of Educational Administration

Offers one qualification in educational administration:

Dip.Ed.Admin. (OVERSEAS)

- . minimum educational requirements - normally a first degree plus 5 years professional experience
- . course structure - assessment based on short papers and case studies as well as a substantial paper (10,000 words); one complete academic year full-time; 4 weeks attachment to a local education authority, or visits to institutions; 10 days visit to foreign country (e.g. France) for comparative study
- . 14 enrolled in 1975

The course is exclusively for students from developing countries both Commonwealth and non-Commonwealth. Normally they are financed under Commonwealth Educational Scholarships and Fellowships, Technical Assistance funds, etc.

Further information available from: Mr. K. F. Smart, University of Reading School of Education, London Road, Reading RG1 5AQ, England.

SHEFFIELD POLYTECHNIC

Sheffield

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Offers two qualifications in educational administration:

(1) DIPLOMA IN EDUCATION MANAGEMENT

- . minimum education requirements - university degree, or higher National Diploma, or membership of a professional body approved for this purpose, or holder of Diploma/Certificate in Education of British university or college or overseas equivalent; must hold position of significant managerial responsibility in education
- . course structure - organized in 3 parts: 16 weeks studying 4 broad educational administration areas, 4 months back in student's own organization working on management project

on which a report is written, and 5 weeks at Polytechnic on integrating studies; internship included

- . 60 enrolled in 1974

Some students come from other parts of the Commonwealth, financial assistance is not provided by the Polytechnic

(2) M.Sc. IN EDUCATION MANAGEMENT

- . minimum entrance requirements - good honours degree or equivalent
- . course structure - one year full-time available also as a part-time course (conducting a management project while in employment)
- . 15 admitted per year

Further information available from: Head of Department, Unit for Inservice Courses, Sheffield City Polytechnic, Pond Street, Sheffield, S17 4DJ, England.

N E W U N I V E R S I T Y O F U L S T E R

E D U C A T I O N C E N T R E

Coleraine, Northern Ireland

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Educational Administration is provided from undergraduate to doctoral levels.

Offers three post-graduate qualifications in educational administration:

(1) DIPLOMA IN ADVANCED STUDIES IN EDUCATION (Educational Administration)

- . minimum entrance requirements - bachelor's degree or a teacher's certificate and 2 years teaching experience
- . course structure - 6 units include 3 compulsory courses in Educational Administration and Research Methods and a dissertation, together with 2 optional courses: full-time (one year) and part-time (two years); 26 enrolled in 1976

(2) M.A. IN EDUCATIONAL ADMINISTRATION

- . minimum entrance requirements - honours degree or satisfactory completion of Advanced Diploma in Education (Educational Administration)
- . course structure - specialised programme including two units in educational administration, examined by course

work, written papers, and thesis; supplementary course in Research Methods; full-time (one year) and part-time (two years); 18 enrolled in 1976

(3) RESEARCH DEGREES IN EDUCATIONAL ADMINISTRATION

- . research degrees in educational administration for M.Phil. and D.Phil.
- . examined by thesis on an approved topic; 7 enrolled in 1976

UNDERGRADUATE COURSES IN EDUCATIONAL ADMINISTRATION

- . two units offered as part of degree and certificate courses in education; approximate enrolment 65.

Further information available from: The Director, Education Centre, New University of Ulster, Coleraine, Ulster, Northern Ireland.