



Master of Contemporary Education Student Handbook

Valid (20/12/2018 - 15/04/2019)

This student handbook provides applicants with an introduction to The Mind Lab and the Master of Contemporary Education ('Programme'). It outlines the expectations and requirements of the Programme.

The Mind Lab	2
Master of Contemporary Education	2
Application for admission to the Programme	3
Fees, Scholarships and Discounts	4
Programme Information	5
Programme Structure and Attendance Requirements	5
Programme Calendar	7
Assessment	8
The Mind Lab Staff	9
Student Support and Wellbeing	9
The Mind Lab Policies and Procedures	10

The Mind Lab

The Mind Lab is a specialist education provider dedicated to enhancing digital fluency across New Zealand. In particular, The Mind Lab is committed to helping implement contemporary practice in the teaching profession by reflecting new theoretical and practical frameworks of contemporary education.

The Master of Contemporary Education is a practice-based Master's Programme designed to support the professional development and needs of all educators in a rapidly changing industry.

Building on The Mind Lab's core philosophy of digital and collaborative learning, the Master of Contemporary Education is an applied, progressive and blended Master's programme providing a pathway for educators to gain understanding and knowledge of the contemporary challenges and opportunities in education.

The Vision of The Mind Lab is to lead New Zealand education, to share knowledge, to collaborate, and to build partnerships in order to achieve sustainable, impactful change.

The Mind Lab Mission is to transform New Zealand education to better align skills and capabilities to the demands of the contemporary world.

Master of Contemporary Education

This Programme has been designed with the alumni of The Mind Lab's Postgraduate Certificate in Digital & Collaborative Learning in mind, for those students to build on the core philosophy of digital and collaborative learning. This Programme adds value to the Postgraduate Certificate in Digital & Collaborative Learning which is Part 1 of the 3 part Master of Contemporary Education. For details on Part 1 please see the Student Handbook for the Postgraduate Certificate in Digital & Collaborative Learning.

This practice-based Programme is about the challenges, problems and opportunities that educators face in their education context. After 1 year of full-time study, or 2 years of part-time study, students will have an NZQA accredited, level 9 Master's degree. The Mind Lab currently offers Part 1 of the Programme three times a year (March, July and November). If applicants have already completed Part 1 they can start Part 2 in either April or October each year.

The Programme is applied, which means learning is demonstrated through a real-world project that delivers actual outcomes – not a written thesis. Being project-based means applicants minimise their time out of work, and the focus of their project is entirely up to the individual.

Application for admission to the Programme

Applications to the Programme are made through the The Mind Lab [enrolments site](#). This is where all required details and documentation for enrolment are provided by applicants to be processed, and payments method selected.

Eligibility

The high level entry criteria as approved by NZQA for entry into the Programme are as follows:

- A recognised bachelor's degree in the same or similar discipline, with merit achievements, deemed to be an average grade of B- or higher in all level 7 courses.
OR
- A professional qualification in a relevant discipline, recognised as being equivalent to merit achievement in a bachelor degree
- Must give consent to undergo a process of safety checking as set out in the Vulnerable Children's Regulations 2015.

The Special Admission Criteria can be found in the [Factual Summary](#) about the Programme, as approved by NZQA.

Admission

For admission into the Programme all applicants will be interviewed.

The following admission criteria will be applied:

- Willingness to commit to the Programme;
- Demonstrate competency in achievement, leadership, humility, respect and empathy, self-reflection and commitment to the vision of the Programme.

The Mind Lab will:

- Officially offer the applicant a place on the Programme, OR
- Decline the applicant's application, providing the reasons why and an opportunity to discuss this if they wish.

Following an applicant's official acceptance of the offer of a place on the Programme, and providing the required documentation is in order, the applicant will be enrolled as a student on the Programme.

Verification of Enrolment

The Mind Lab Enrolments Team will verify applications as they come through and request further information from applicants if required. Applicants will receive an email notification confirming their enrolment is complete.

Credit Recognition and Transfer and Assessment of Prior Learning

The Mind Lab have robust processes for the recognition of learning and award of credit by formal, informal and non-formal learning. However, it is important to note that Recognition and Assessment of Prior Learning do not usually apply to our work-based and highly-integrated programmes and courses. For instance, assessments are often integrated across courses. Applications will be assessed on a case-by-case basis. Please contact mce@themindlab.com for more information. [**The Mind Lab Recognition and Assessment of Prior Learning Policy and Procedures**](#) applies to any process that evaluates formal learning (including cross-crediting and transfer of formal learning to The Mind Lab courses, programmes and qualifications) and the Assessment of Prior Learning (APL) by informal (no formal curriculum, no credits earned) and non-formal (organised curriculum, no credits earned).

Fees, Scholarships and Discounts

This section of the Student Handbook outlines information about the Programme fees, refund entitlements and any scholarships that The Mind Lab provides.

Tuition Fees

The tuition fee for the full Programme is \$9995.00 (plus GST).

- Part 1 (PG-DCL): \$2750 + GST
- Parts 2 and 3: \$7245 + GST

The fee for the Programme is due 7 days prior to the advertised start date of the Programme.

The Mind Lab complies with NZQA Student Fee Protection Rules which protect the interests of domestic and international students. The Mind Lab has a Standard Trust Account with the NZQA-approved fee protection supplier, Public Trust, that ensures the safe protection of student fees over the value of \$500.

For further information see [**The Mind Lab Student Fee Protection Policy and Procedures**](#).

Scholarships

The Mind Lab offers 3 different types of scholarships for students of this Programme

- Tangata Whenua: Educators who identify as Māori
- The Mind Lab Pacific Ako Scholarship: Educators who identify as of Pacific Island descent
- Taipakeke: Educators who are aged 60 years and over

The Mind Lab has at least 2 scholarships available per intake for applicants who identify as Māori, Pacific and are Over 60 Years of age. These scholarships cover 50% of the full tuition fee. Applicants must be fully enrolled in order for their scholarship application to be considered.

Contact The Mind Lab at mce@themindlab.com for more information, or for information about eligibility.

To apply for a scholarship students fill out the [application form](#) that is available on The Mind Lab website. Applicants must provide some personal information to identify themselves. This information differs depending on which scholarship the applicant is applying for. The Mind Lab asks all applicants to attach some evidence to their application to indicate how the scholarship and programme will benefit their education context.

Discounts

Pay Now Discount: There is a 'Pay Now' discount of 10% for those who want to pay the full fee through the enrolments site. This is done via credit card or account to account payment. Please note there is a 2% charge on all credit card transactions.

StudyLink Student Loan

Full-time Master's students are eligible to apply for StudyLink Student Loans. The process for applying can only be started once a student is fully enrolled in the Programme. To check eligibility for a Student Loan, or to apply for a Student Loan, students can visit www.studylink.govt.nz.

The Mind Lab take no responsibility for the approval or otherwise of an applicant's application for a student loan. A student enrolled on the Programme remains liable for the Programme fees in accordance with our Terms and Conditions and Fees Policy.

Refund Entitlements

A student who has already enrolled in the Programme and decides to withdraw has different refund entitlements depending on when they withdraw.

Students must agree to the terms and conditions around refund entitlements before The Mind Lab's enrolment team will process a students application for the Programme. Refund entitlements for the Master of Contemporary Education are available on [The Mind Lab website](#).

Programme Information

This section of the Student Handbook details important Programme information including structure, delivery, an academic calendar and any other important information about the Programme itself.

Programme Structure and Attendance Requirements

This 180-credit Programme is structured into 3 parts each comprised of 60 credits.

Part 1: Digital and Collaborative Learning (60 credits, Level 8)

The first part of the Programme consists of four 15-credit courses, taught over 32 weeks, which focus on practice competencies including digital and collaborative learning and how these pedagogies are informed and actioned. The first 16 weeks include one, four hour face-to-face session, per week at an approved site, combined with online support materials through a dedicated collaborative multimedia portal. The second stage of the course is primarily online, supported by face-to-face assignment workshops and other informational sessions. There is a requirement that students attend 80% of the face to face sessions.

Parts 2: Contemporary Education (60 credits, Level 8)

Candidates continue to work collaboratively to support and lead each other in their learning journey. This continues through Parts 2 and 3. The second part is also made up of four 15-credit courses; these build on the learning and competencies of Part 1. Candidates work together to further develop digital, collaborative and leadership competencies, which inform their learning, thinking, and application to practice. The four courses focus on challenges in contemporary teaching, digital fluency, and leadership and collaboration in practice. There is a requirement that students attend the face to face sessions, and online workshops as required.

Part 3: Practice Based Change Project (60 credits, Level 9)

The Practice-Based Change Project is a capstone course which builds on the outcomes of the other four courses in Part 2. In this final 60 credit course students demonstrate their capability in leadership and collaboration towards positive change through the implementation of a Practice-Based Change Project. Students use contemporary pedagogical knowledge to address education challenges in their own context. Students lead a project and work collaboratively with one or more other students to support, mentor and coach them in their projects. There is a requirement that students attend the face to face sessions, and online workshops as required. Students must also present their Project to their peers and other stakeholders at the end of Part 3 at The Mind Lab Symposium.



Mode of Study

MCE Handbook (20/12/2018 - 15/04/2019)

Part 1 of the Masters can only be studied part time over 32 weeks.

Parts 2 and 3 of the Master of Contemporary Education can be studied full time over 1 year or part time over 2 years. NZQA require 10 hours of work per credit awarded which means that students studying full time complete an average of 23 hours per week of study, while part time students complete an average of 11.5 hours. The numbers of hours each week may vary depending on circumstances.

Detailed Course Information: The links below direct to the details of the courses that a student is enrolled in.

Part 1 Courses

CISC8100 Applied Practice in Context, 15 credits, Level 8

CISC8101 Research and Community Informed Practice, 15 credits, Level 8

CISC8110 Digital and Collaborative Learning in Context, 15 credits, Level 8

CISC8104 Leadership in Digital and Collaborative Learning, 15 credits, Level 8

Note: The 32-week part-time Postgraduate Certificate in Digital & Collaborative Learning is an innovative blended learning programme in two stages, each of 16 weeks..

Part 2 Courses

MLED8201 Contemporary Teaching, 15 credits, Level 8)

MLED8202 Digital Fluency, 15 credits, Level 8

MLED8203 Leadership in Practice, 15 credits, Level 8)

MLED8204 Collaboration in Practice, 15 credit, Level 8)

Part 3 Courses

MLED9200 Practice-Based Change Project, 60 credits, Level 9

Level 9 courses are "ENR" courses, which means in exceptional circumstances a student can apply to suspend from the Programme and resume at a later date of no later than 1 year.

Programme Calendar

2019 Cohort Start Dates

April 2019 Intake: 15th April 2019

October 2019 Intake: 21st October 2019

2019 Face to Face Workshop Dates for all Cohorts

AUCKLAND: 4th May 2019

AUCKLAND: 18th July 2019

AUCKLAND: 2nd November 2019

Note: Additional locations for face to face workshops may be announced if there is high demand

[April 2019 Cohort Assessment Dates Full Time](#)

[April 2019 Cohort Assessment Dates Part Time](#)

Resources Required for Study

As this programme has blended delivery, students will need to have access to a device and internet so they are able to access online materials and communication tools throughout the programme.

Assessment

Assessment Strategy

Assessments in this Programme have been designed to support the learning process. There is no formal thesis in the Programme. Students on the Programme are assessed through both formative and summative assessments. Formative assessments are designed to provide students feedback from their peers and advisor (with no credits attached), while summative assessments are the academic assessments of the Programme which credits are awarded against. Assessments involve a written report and presentation, but may also include other outputs negotiated with advisors depending on the nature of a student's project. Assessments should be thought of as learning tools, where students present and receive feedback on their work in order to improve it.

Due dates for assessments are provided in the programme calendar. Further detail on assessments can be provided if requested. Please contact mce@themindlab.com.

Assessment Outcomes

The Programme provides students an opportunity to value learning for learning's sake, as well as to achieve a practical outcome which contributes to their own professional development and that of their education context. Assessment is made against the outcome of the project itself, as well as the student's learning. Students become future-focused problem solvers. This may involve becoming conversant with a particular technology or theory but the underlying skill developed is the ability to form, test and adapt solutions to a problem.

All assessments in the Programme are measured against a competency-based format. Final outcomes against all assessments, and therefore courses, that students can receive are a **Not Yet Competent** or a **Competent** grade. To get a Competent grade for a course overall, students must satisfy all assessment criteria related to the Learning Outcomes of the courses. Importantly, students will receive feedback targeted to these Learning Outcomes especially through the formative assessment process. Often a student will also receive an **interim outcome** of 'Pass with Requirements' for an assessment, which means that there are further requirements to fulfill in order to pass the assessment. These requirements **must be met in the stated time frame** before continuing. Recommendations are at the student's discretion to implement.

Te Reo Māori and New Zealand Sign Language

All students are offered the opportunity to submit any assessment in the official languages of New Zealand: New Zealand English dialect, te reo Māori, and New Zealand Sign Language. We

ask students to indicate to the Programme Lead when starting the Programme if they intend to submit assessments in Te Reo Māori or New Zealand Sign Language, to ensure there is available resourcing to support their learning.

Special Assessment Circumstance (SAC)

If an **unforeseen circumstance** impairs the ability of a student from doing well on an assessment (including submitting assessment on time and/or giving a presentation), students are able to apply for a Special Assessment Circumstance with relevant evidence within 7 days of the assessment item due date.

The Mind Lab Staff

Please visit themindlab.com for more information on Our Team, or contact mce@themindlab.com.

Student Support and Wellbeing

The Mind Lab team are committed to creating an inclusive learning environment and to working alongside all students to support them through their studies on this Programme. This support includes educational and learning support, as well as different types of non-educational support.

The MCE team are available to all students online during work hours (Monday through Friday, 9am - 5pm). The team are spread all over the country so most accessible to students via online platforms such as Slack, or using video conference tools such as Zoom. As a student's first point of contact, they should speak with the Academic Programme Team or the Programme Lead. The Academic Programme Team or Programme Lead will work with the student to support them, or provide details for others who can support.

If a student has any impairments that impact on their learning, we encourage them to speak to the Programme Lead so that appropriate support systems can be put in place to assist them.

Variations on Enrolment

If students encounter circumstances or challenges which are impacting their ability to continue with a programme or course, they should contact the Programme Lead in the first instance to discuss what options for support are available. It may be possible to suspend an enrolment for a period of time, or for students to withdraw from a course and re-enrol at a later date. Terms and conditions for variations to enrolment are outlined during the enrolments process.

Student ID Cards and Benefits

All students can request a Student ID card once they are fully enrolled in the Programme. Students enrolled on the Programme are eligible for Student Discounts that are offered to all tertiary students nationwide.

The Mind Lab Policies and Procedures

Below are some key policies and procedures relevant to all programmes of study at The Mind Lab.

[*The Mind Lab Code of Conduct*](#) applies to all staff, contractors and students and is designed to promote the upholding of professional standards.

[*The Mind Lab Privacy Policy*](#) provides details of how student and staff privacy will be maintained.

About The Mind Lab Governance and Management

The Mind Lab is governed by an Independent Board, and The Mind Lab Academic Board is accountable to The Mind Lab Board for ensuring processes exist to facilitate, manage, evaluate, and monitor all aspects of the Quality Management System including the Academic Quality of Programmes.

All Governing Members of The Mind Lab have provided a verified statutory declaration to NZQA and no conflicts of interest have been declared.