

**UNIVERSITY OF NEW ENGLAND**  
**ARMIDALE, NEW SOUTH WALES, AUSTRALIA**

Early Childhood Education Program  
School of Professional Development & Leadership  
Faculty of Education, Health & Professional Studies

Guidelines for applying and enrolling for  
University study linked with attendance at the  
**World Forum on Early Care and Education TM**

### **The University of New England – Who are we?**

The University of New England (UNE) is well established university that has a long history of providing exceptional service to students, especially external students. For information please visit the Early Childhood Education Program's website at:

<http://fehps.une.edu.au/earlychildhood>

### **Applying to study at UNE:**

Attending the Conference gives its own rewards but why not capitalize on this by also gaining University credit. We encourage you to apply to UNE where you may complete just the one unit and add it to your Resume or it may be credited to current UNE Bachelor of Education (Early Childhood Education) or Master of Education (Early Childhood Education). For non UNE students, you may even find the experience so pleasurable and beneficial that you might like to enroll in a course with us and claim advanced standing for this unit. To gain these benefits then please complete the following processes.

#### **1. Forms**

**Application form with evidence:** Complete the form: *Application for non-award admission*. Provide certified academic transcripts as evidence of completion of previous studies, as well as evidence of at least one year of work in the early childhood field (We prefer that these documents are provided with your application; however, they may be submitted when your enrolment is confirmed by UNE). This application may be submitted directly to UNE prior to the World Forum OR a form may be completed and submitted on-site during the World Forum registration period; in this case, your application is submitted to the Academic Dean for International World Forum on Early Care and Education for transmission to UNE. Your application is for enrolment during semester 2 (July-November) 2002.

**Special topic form:** The form *Special Topics in Education* is completed after the World Forum. Within three weeks of attending the World Forum, you are expected to negotiate and submit the scope and content of your special topic unit of study to the UNE lecturer. Refer to '4. Written documentation details' below for completing this form.

#### **2. Dates**

Apply: You are expected to apply either before the World Forum or during the World Forum registration session.

Arrange assessment task: You are expected to negotiate and submit your Special Topic form within 3 weeks of attending the World Forum.

Confirm enrolment and pay fee: You are expected to finalise your UNE enrolment within the timelines specified for semester 2 (July-November) in your letter of offer/notification.

#### **3. Costs of study**

##### **Australian and New Zealand residents/citizens**

If you are a current UNE student [BE(ED) or MEd(honours-ED)], then you initially negotiate undertaking the Special Topic as part of your current award/course with the designated UNE lecturer. Then you complete your usually UNE enrolment for semester 2 and pay or defer HECS fees and UNE's general services fee.

If you are not a UNE student, you enroll as above and pay the non-award, domestic full-fee of: \$A960.00 plus UNE's general services fee for 2002 was \$A82.00 this may increase for 2003.

## **Residents/citizens of other countries – International students**

If you reside outside Australia or New Zealand, you enroll as above and pay the non-award, international full-fee of:

\$A1350.00, plus UNE's general services for the BEd (ECE) Special Topic unit of study; **or**  
\$A1600.00, plus UNE's general services for the MEd (Honours-ECE) Special Topic unit of study

## **University study requirements:**

So what is involved in gaining this valuable university recognition? The following steps will get you there.

### **1. Complete and submit your application forms, as noted above -**

### **2. Attend the World Forum -**

Attend and actively participate in the World Forum on Early Care and Education

Participate in World Forum on-site class/study meetings with World Forum Academic Dean Dr Kay Albrecht (about 6 hours of sessions during the Forum); meet with UNE staff attending World Forum

Complete World Forum diary/journal – data collection for special topic assessment

### **3. After the World Forum -**

Complete and submit your Special Topic form directly to UNE

Receive notification of enrolment and pay fees that apply

Complete and submit your written documentation directly to UNE by your negotiated date

Your assessment task will be returned within about three weeks with feedback and a grade; you also receive a UNE transcript at the end of the semester.

### **4. Written documentation details -**

*World Forum diary/journal:* Create a loose leaf or bound diary/journal for recording your active participation in the World Forum from beginning to end as well as your involvement in the study-classes. Chronologically record the details of each session attended [day, time, session, presenter(s), topic-title(s)] and document: your observations/information gathered/new ideas; your dialogues; and, professional reflections. Establish a study-classes section for recording: notes, ideas, contacts, and reflections.

*Special Topic form:* Negotiate with the UNE lecturer present and complete the Special Topic form - Your special topic project is to be shaped around the broad issue: 'Leadership in Early Childhood Education – A Global Perspective'.

*Prepare your essay paper:* You will be required to submit a professional paper of approximately 2500 words. The lecturer will support you as you work through the researching and writing of your paper. This lecturer will then mark and grade your paper thus completing the study.

## **Academic Contacts:**

### **World Forum contact person:**

Kay Albrecht, PhD, email: [innovations-ka@mcleodusa.net](mailto:innovations-ka@mcleodusa.net)

Academic Dean for International World Forum on Early Care and Education,

C/o Child Care Information Exchange, PO Box 3249, Redmond, WA, USA 98073

### **UNE Early Childhood Education contact person:**

Rhonda Forrest, Email: [rforrest@metz.une.edu.au](mailto:rforrest@metz.une.edu.au)

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