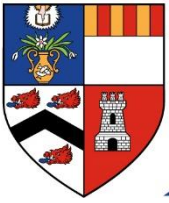


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**UNIVERSITY OF
ABERDEEN**

SCHOOL OF EDUCATION

MA EDUCATION

INDUCTION BOOKLET

2024-2025

MA Education Induction Booklet

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Welcome

Dear Student,

On behalf of the School of Education, welcome to the University of Aberdeen!

Whether you are a new or returning student, the MA Education Tutor Team are delighted to be working with you and supporting you as part of your academic studies. We wish you an exciting, challenging and fulfilling four years, as you journey towards attaining your teaching qualification and Provisional Registration with the General Teaching Council for Scotland.

The purpose of this induction booklet is to enable you to plan for the year ahead, prior to commencing your studies with us. Further information will be provided when the programme starts via your induction lecture, programme handbook and individual course handbooks. All information contained within this induction booklet was correct at the time of publication, June 2024. If any changes are made, these will be communicated to you via your Course Co-ordinators and MA Year Lead.

If you have any questions or would like to discuss any information further, please do not hesitate to get in touch. We very much look forward to working with you and wish you a successful year in your studies.

Yours sincerely,

G. Stewart

Gordon Stewart
MA Education, Programme Director
gordon.stewart@abdn.ac.uk

Marc McNaughton
Programme Administrator
maedu@abdn.ac.uk

MA Primary Education Team

The following are your first points of contact throughout your time on the MA Education programme.

Programme Director	Gordon Stewart	gordon.stewart@abdn.ac.uk
Programme Administrator	Marc McNaughton	maedu@abdn.ac.uk
MA1 Year Lead	Ingrid Stanyer	ingrid.stanyer@abdn.ac.uk
MA2 Year Lead	Alan Grieve	alan.grieve@abdn.ac.uk
MA3 Year Lead	Beth McClure	elizabeth.mcclure@abdn.ac.uk
MA4 Year Lead	Dean Robson	d.robson@abdn.ac.uk
Senior Personal Tutor & Inclusion Co-ordinator	Ingrid Stanyer	ingrid.stanyer@abdn.ac.uk
Recruitment Co-ordinator	Lorna Stewart	lorna.stewart@abdn.ac.uk
School Experience Enquiries		partnershipunit@abdn.ac.uk
MA email address for general enquiries		maedu@abdn.ac.uk

Wider university contacts which may be required during your studies.

Library Services	Claire Molloy	c.a.l.molloy@abdn.ac.uk
Student Info Hub		www.abdn.ac.uk/infohub

It is important that you are aware of who to contact for any enquiries. Enquiries related specifically to a course should be directed to the Course Co-ordinator. Matters that may impact on all of your studies should be directed to your Year Lead. For pastoral matters please contact your Personal Tutor in the first instance. Please note, School of Education staff work standard hours Monday to Friday.

Student Support Services offer guidance for academic, non-academic and wellbeing issues that may arise during your time at Aberdeen University. You can find out about the range of services available to all students by following this weblink:

[Support & Wellbeing | Students | The University of Aberdeen \(abdn.ac.uk\)](http://www.abdn.ac.uk/support-wellbeing-students).

MA Education – Induction Sessions

As an MA Education tutor team, we want to ensure that you are well supported during your time with us on the programme. Whether you are a new or returning student, the MA Education team think carefully about our induction sessions, ensuring these are relevant and purposeful for your stage of studies.

Students are required to attend the relevant induction sessions for their MA Year, even if you have previously been a student at the University of Aberdeen. All induction sessions and lectures will take place during the week commencing **Monday 16th September 2024**. This will allow you to learn more about your new courses, meet key people who work on the MA Education programme and enable you to feel as prepared as possible for the year ahead.

MA Year 1

Monday 16th September

Induction Lecture – 10am – 11am in MR051

MA1 Team Building – 1pm – 3pm – MacRobert Building

Tuesday 17th September

Support at University – 10am – 11am in MR051

Academic Reading – 12pm – 1.30pm in MR051

MA1 Library Induction – 2pm – 4pm in Sir Duncan Rice Library

MA Year 2

Induction Lecture – Thursday 19th September - 1pm – 3pm in MR051

MyAberdeen/ MyCurriculum Drop-in – Thursday 19th September – 3pm – MR120A

MA Year 3

Induction Lecture – Thursday 19th September – 10am – 12pm in MR051

MA Year 4

Induction Lecture – Monday 16th September – 1pm – 3pm in MR051

Preparation for Semester 1 Teaching

As you prepare for induction week and starting your Semester 1 courses, take time to familiarise yourself with the course areas available to you on MyAberdeen. Each course will share a course handbook and assessment guide that will be useful to read over. You will have self-study tasks to undertake prior to each teaching session. Prioritise time to complete this to feel as prepared as possible for your first teaching sessions of the new year.

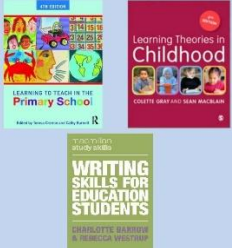
Reading Lists

Reading lists will be made available from Course Co-ordinators ahead of your first week of teaching. Please make sure that you can access Primo. Each year group on MA Education outline a 'Book Bundle' with recommended texts for using across your courses. These can be purchased from Blackwell's on campus or via their website: [Shops Blackwell's \(blackwells.co.uk\)](http://Shops Blackwell's (blackwells.co.uk)).

MA1 Book Bundle

BLACKWELL'S UNIVERSITY BOOKSHOP

Blackwell's Book Bundles




Module: 1st Year Primary Education
RRP: £81.97
You Save: £16.97
Blackwell's Price: £65.00

BLACKWELL'S

MA2 Book Bundle

BLACKWELL'S UNIVERSITY BOOKSHOP

Blackwell's Book Bundles



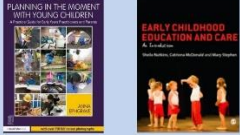
Module: 2nd Year Primary Education
RRP: £65.98
You save: £13.98
Blackwell's Price: £52.00

BLACKWELL'S

MA3 Book Bundle

BLACKWELL'S UNIVERSITY BOOKSHOP

Blackwell's Book Bundles



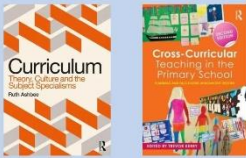
Module: Understanding Early/First Level 1 & 2 Education
RRP: £58.98
You save: £11.98
Blackwell's Price: £47.00

BLACKWELL'S

MA4 Book Bundles

BLACKWELL'S UNIVERSITY BOOKSHOP

Blackwell's Book Bundles



Module: ED401A: Contexts For Learning Without Limits
RRP: £56.98
You save: £9.98
Blackwell's Price: £47.00


BLACKWELL'S

Teaching Unions – wider opportunities

As part of your induction week, different teaching unions will be stationed in the MacRobert Building foyer, sharing with you about the purpose of joining a teaching union and the benefits these provide. Please take the

BLACKWELL'S UNIVERSITY BOOKSHOP

Blackwell's Book Bundles



Module: ED401B: Professional Enquiry
RRP: £47.98
You save: £10.98
Blackwell's Price: £37.00

BLACKWELL'S

opportunity to speak with the staff, finding out about how these unions could be of benefit to you while you undertake your MA Education degree.

MA Education Timeline – General Overview

The information contained below provides you with a general overview regarding key dates for university holidays, time on campus and resubmissions. Further information about specific course submissions and placement dates will be shared with you in a separate MA Timeline.

8	16.09.24	Term opens/ Induction Lecture/ Welcome Week
9	23.09.24	Teaching starts for MA1 – MA4 Year groups
10	30.09.24	As above
11	07.10.24	As above
12	14.10.24	As above
13	21.10.24	Reading Week in School of Education
14	28.10.24	As above MA Education Conference
15	04.11.24	As above
16	11.11.24	As above
17	18.11.24	As above
18	25.11.24	As above
19	02.12.24	As above
20	09.12.24	As above
21	16.12.24	As above
22	23.12.24	University Holidays
23	30.12.24	University Holidays
24	06.01.25	Term opens
25	13.01.25	As above
26	20.01.25	As above
27	27.01.25	As above
28	03.02.25	As above
29	10.02.25	As above
30	17.02.25	As above
31	24.02.25	As above
32	03.03.25	As above
33	10.03.25	As above
34	17.03.25	As above
35	24.03.25	As above
36	31.03.25	As above
37	07.04.25	University Holidays
38	14.04.25	University Holidays
39	21.04.25	
40	28.04.25	Moving On Lectures for MA1 – MA3
41	05.05.25	MA1/ MA2/ MA3 Retrieval Placements (5 weeks)
42	12.05.25	
43	19.05.25	

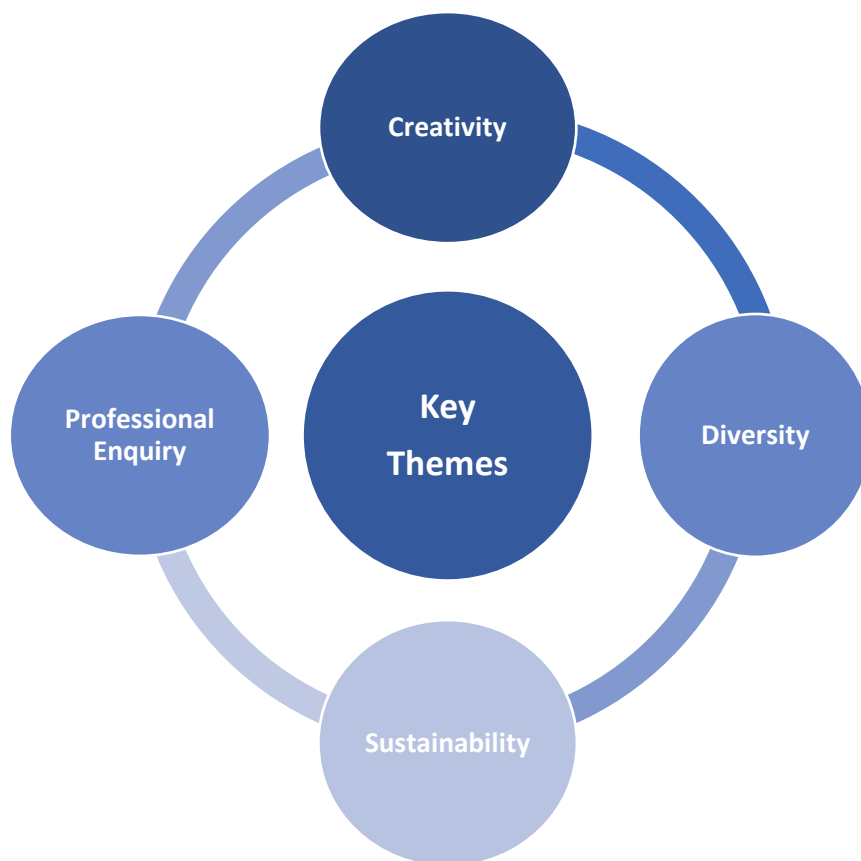
Please note that resubmissions for all academic assignments will take place on

Wednesday 9th July 2025 at 10am.

Programme Structure

The MA programme at the University of Aberdeen aims to support student teachers as they embark on their professional journey of becoming an inclusive practitioner and facilitating the learning of all young people whilst developing a reflective, reflexive and enquiring disposition. The aim of our MA programme is to develop critically responsive, reflective practitioners and continue to provide high quality, 'fit for purpose' student experiences which are innovative and enquiry-based to prepare students for the first phase of their professional lives. Successful achievement of the Standard for Provisional Registration (SPR) enables registration with the ***General Teaching Council for Scotland***. Within each year of study, students will undertake university study and practical classroom-based learning.

A supporting programme of university and school-based studies is provided to prepare students for the classroom, and to equip them with a framework of knowledge and skills which enables them to develop, evaluate, and reflect critically on their practice. Throughout your time on the MA programme students will develop understanding of the Scottish Curriculum, as well as theories of learning, educational philosophy, and international pedagogical approaches that underpin



teaching in the 21st century. Throughout your studies 4 key themes will underpin your professional development:

Delivery of teaching

MA Education is a full-time, in person degree programme. All timetabled sessions will take place on campus weekly for each course. All lectures and workshops are delivered in person unless otherwise specified at individual course level. Please note that attendance at lectures and tutorials is recorded and monitored by the MA Tutor Team.

All course materials and resources are presented in MyAberdeen which is the University of Aberdeen's Virtual Learning Environment (VLE). This is where you will find learning materials and resources associated with the courses you are studying. You can log in to MyAberdeen by going to www.abdn.ac.uk/myaberdeen and entering your University username and password (which you use to access the University network).

On the University of Aberdeen website www.abdn.ac.uk the Quick Links tab will provide you with a variety of shortcuts to access different university programmes.

The image shows a screenshot of the University of Aberdeen website's navigation menu. The top navigation bar includes links for Study, About, Research, Alumni & Giving, Business, and Quick Links (which is highlighted). A search bar is located on the right. The Quick Links menu is divided into four columns: Student Resources, StaffNet, Our Website, and Popular. The Student Resources column lists MyTimetable, MyCurriculum, MyAberdeen, Student Hub, Student Email, and Student Channel. The StaffNet column lists Working Here, Management Information Systems, Teaching & Learning, Policy & Governance, and Staff Email. The Our Website column lists Study, About, Research, Alumni & Giving, and Business. The Popular column lists For Students, For Staff, Online Store, ePayments, Jobs, Library, Staff Directory, IT Services, and A to Z. An Infohub Opening Hours box is also visible, showing hours for Mon-Thu (09:00-17:00), Fri (10:00-17:00), and Sat-Sun (Closed), with the email infohub@abdn.ac.uk.

Student Resources	StaffNet	Our Website	Popular
MyTimetable	Working Here	Study	For Students
MyCurriculum	Management Information Systems	About	For Staff
MyAberdeen	Teaching & Learning	Research	Online Store
Student Hub	Policy & Governance	Alumni & Giving	ePayments
Student Email	Staff Email	Business	Jobs
Student Channel			Library
			Staff Directory
			IT Services
			A to Z

Infohub Opening Hours ⓘ
Mon - Thu : 09:00 - 17:00
Fri : 10:00 - 17:00
Sat - Sun : Closed
Email: infohub@abdn.ac.uk

Placement Dates

Year	Placement	Dates	Assessment
MA1	5-week Placement	6 th January - 7 th February 2025	Formative School Report
MA2	5-week Placement	6 th January - 7 th February 2025	Tutor Visit Summative School Report
MA3	Block A 5-week Placement	11 th November – 13 th December 2024	Tutor Visit Block A
	Block B 4-week Placement	3 rd March – 28 th March 2025	Summative School Report and follow up tutor visit in Block B (if required)
MA4	SE1A 6-week Placement	4 th November – 13 th December 2024	Tutor Visit in SE1A
	SE1B 3-week Placement	6 th January – 24 th January 2025	Summative School Report and follow up Tutor Visit in SE1B (if required)
	SE2A 5-week Placement	24 th February – 28 th March 2025	Tutor Visit in SE2A
	SE2B 4-week Placement	21 st April – 16 th May 2025	Summative School Report and follow up Tutor Visit in SE2B (if required)
MA 1/2/3	5-week Retrieval Placement	5 th May - 6 th June 2025	Tutor Visit and School Report

IT Help

When you need help with accessing an online platform or using different university programmes, visit the Service Desk. This is your first point of contact for IT support.

Login to MyIT Portal

<https://myit.abdn.ac.uk/>

E-mail:

servicedesk@abdn.ac.uk

IT Services for Students

www.abdn.ac.uk/it/student

Learners' Toolkit

www.abdn.ac.uk/toolkit/



Communication

On the MA Education programme, we strive to ensure that our practices provide you with clear information about your studies in a timely manner.

MA Education Weekly E-mail

Throughout the academic year, your MA Year Lead will be regular contact with you via a weekly e-mail to share about course updates, reminders about academic submissions and wider programme opportunities. It is your responsibility to read the information within these e-mails and contact either your MA Year Lead or Course Co-ordinator regarding any information you are unsure about.

Student E-mails

Throughout your studies, you **must** use and check your University e-mail account regularly as all communication from tutors, course co-ordinators, MyAberdeen notifications and the wider University is sent to that account.

Accessing your student e-mail account:

- Step 1: Login to this from the same **Quick Links** section.
- Step 2: Use the e-mail address you chose during the e-registration process and your password.

The e-mail address will be of a form similar to any.b.person.24@abdn.ac.uk. If you do not know your email address, you will find a note of it in your Student Portal. The first time you log into student email from the website, you will be required to enter authentication details that can be used should you need to re-set your password at any time.

Attendance and Student Absence

Attendance will be recorded and monitored during weekly lectures and tutorial sessions. There is an expectation that all students engage with in-person teaching sessions, attending the in-person classes each week. There is also an expectation that students will fully engage with the online learning materials included as part of the pre-engagement tasks which can be found on MyAberdeen. Failure to complete this work, may impair your ability to complete your course assignments successfully.

If you are absent for any reason, please contact your tutor directly as soon as you know that you will be absent and submit a self-certificate absence form via the Student Hub. Contact information about course tutors can be accessed in the relevant course handbooks.

Please note that students who fail to engage with the course for a period of two weeks or 25% of a course (whichever is less) without good cause being reported, students will be deemed as being 'at risk' and may have their class certificate withheld. This will prevent students from completing the course successfully.

Student advice and support

The Student Advice and Support team offer a wide range of impartial and confidential advice to students on any issue or matter of concern which they might face throughout their time at University, including those of a personal, emotional or financial nature.

The Student Support Advisers also administer the University's discretionary funds, including the childcare fund.

The team can provide specific information and support for students with disabilities, students with mental health issues, and students who require advice on visas and immigration.

Telephone: 01224 273935

Email: student.support@abdn.ac.uk
student.disability@abdn.ac.uk or
student.international@abdn.ac.uk

The website has lots of great information which is updated regularly with support service updates, and resources for students to access online: www.abdn.ac.uk/students/support.

Launched in December 2021, the Student Helpline is available 24/7 and specifically designed for periods normal support services are not. This is open to ALL students regardless of their location.

University of Aberdeen
STUDENT HELPLINE
In the moment counselling or consumer advice

UK Callers: 0800 197 2980
Overseas Callers: +44 (0)1452 623 243

Monday to Friday, 5pm to 9am
24 hours a day during weekends,
bank holidays and UoA closure periods.





The University also uses an app which connects you to the University campus security team in an emergency.

The University can send you important campus information.

You can download the app on Android or iOS and register with your University email.