



ABOUT OUR HESA PROGRAM

Our MA graduate program in higher education and student affairs administration (HESA) is the first program of its type in China. It is a 34 credit hour program designed for students who are planning careers as student affairs administrators and other professionals in higher education. Students have up to two years to complete the degree program.

The HESA program enrolls approximately 15-18 international students per year. We believe that the small size and the diverse background of the class cohorts are conducive to forging positive and powerful relationships among students and faculty, enriching the educational environment, and expanding horizons through international partnerships.

Most of our students are placed in some type of scholarships, ranging from full coverage of tuition, fees, and living expenses for two years to partial coverage of tuition and fees for one year. Students are also provided with opportunities to do practicum in the functional areas at BNU or in other places to gain the professional experience that enables them to apply theory to practice.

Our faculty have strong scholarly records and extensive experience in senior and midlevel administrative roles. Overall, our faculty resources include expertise in the areas of student development, organization and administration, teaching and learning, assessment and evaluation, comparative education, economics and finance, enrollment management, institutional research, and policy studies.

PROGRAM MISSION & LEARNING OUTCOMES

Program Mission

The mission of our HESA program is to prepare student affairs administrators and other professionals in higher education who can work effectively, efficiently, and ethically in a variety of higher education environments.

Learning Outcomes

By the time our students have successfully completed all coursework and practicum requirements, they will be able to:

1. Understand the dynamic roles and functions of student affairs in higher education.
2. Articulate the mission and philosophy of their institutions and their functional areas.
3. Work independently and collaboratively with diverse groups of students and faculty to promote their success.
4. Design, implement, assess, and evaluate development programs within the context of higher education.
5. Engage in managerial and administrative functions with an ethical and cultural awareness.
6. Manage and develop resources, including program budgets, staff, information technologies, and strategic plans.
7. Solve problems that require effective communication, thoughtful decision making, coping with ambiguity, and managing conflict.
8. Develop a professional identity based on professional values, career goals, group dialogues, and personal reflections.

PROGRAM REQUIREMENTS

Thesis Requirements

The HESA program requires that each and every student complete a master's thesis (6 credits) before they are permitted to apply for graduation. This final project must be approved by and conducted in conjunction with the adviser. Students are strongly encouraged to focus on a research topic which relates their knowledge and expertise to their future careers. For detailed information about your thesis, please read BNU's *Graduate Student Handbook*.

Thesis Proposal and Eligibility Criteria

At the beginning of the third semester, students must meet eligibility criteria before they are allowed to write and defend their thesis proposal. Minimum eligibility requirements include:

- ◇ Matriculation in the HESA program.
- ◇ Successful completion of 20 or more credit hours of coursework.
- ◇ Preliminary identification of a thesis topic or area of interest.
- ◇ Agreement from at least two faculty members to serve on the thesis committee, including his/her advisor.

Minor exceptions to the above criteria may be made in exceptional cases. Students who fail to pass the minimum eligibility criteria will have a second chance to start with their thesis proposal if approved by their thesis committee and their advisors. In case they fail for the second time, they will no longer be allowed to continue in the HESA program.



Credit Hour Requirements

A minimum of 34 credit hours beyond the baccalaureate degree is required to earn a master's degree in the HESA program. In addition, students should complete at least 20 credits in the first academic year before they are allowed to submit a thesis proposal to be examined and approved at the beginning of their second year at BNU. All required credit hours must be completed at BNU within a period of two years.

Time Limit

Requirements for the MA program must be completed within two years of the semester of first enrollment. No scholarship will be extended beyond the time limit of two years.

PROGRAM COURSE REQUIREMENTS

Semester	Title	Course	Credits
1	Chinese History and Culture	Core	2
	Chinese Higher Education	Core	2
	Higher Education and Student Affairs Administration	Core	2
	Student Development Theory	Core	2
	Teaching and Learning in Higher Education	Core	2
	Chinese Language	Elective	2
2	Qualitative Research Methods or Quantitative Research Methods	Core	2
	Education Statistics	Core	2
	Globalization and Education	Elective	2
	Education and National Development	Elective	2
3	Financial Management in Higher Education and Student Affairs	Core	2
	IT in Higher Education and Student Affairs	Elective	2
	How to Write a Master's Thesis	Elective	2
4	Independent Study	Elective	2
	Practicum	Core	2
4	Master's Thesis		6



PROSPECTIVE STUDENTS AND APPLICATIONS

Students must apply online before they mail out the following application documents to BNU's Office of International Students and Scholars.

- ◇ Application Form.
- ◇ Admission Approval Form.
- ◇ Application Fee of RMB 600 or 100 US dollars (non-refundable).
- ◇ Curriculum Vitae.
- ◇ Personal statement (2-3 pages, double spaced) which addresses the following areas: What experiences have led to your interest in pursuing a career in higher education and student affairs? What qualities, characteristics, and skills do you possess that make you a strong candidate for the HESA program? What do you hope to learn from the HESA program and how does this relate to your personal and career goals?
- ◇ Two (2) letters of recommendation.
- ◇ Official transcripts from all previous institutions attended.
- ◇ Applicants for whom English is a second language must also submit test scores on the TOEFL or IELTS for admission consideration. Test scores must be from within the past 5 years.
- ◇ Two 2-inch photos taken within the last 6 months (no hats, glasses or other obstructions to a full head shot allowed).
- ◇ A copy of the photo page of a valid personal passport.
- ◇ Any published academic papers, patents or other academic achievements (originals or copies).

All documents should be submitted in English and mailed out, before June 15, to the Office of International Students and Scholars, Beijing Normal University, 19 Xijiekouwai St., Beijing, 100875, China.