MA LIBRARY AND INFORMATION STUDIES
Degree Handbook 2017-18

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Introduction

This handbook is for the MA in Library and Information Studies (MA LibrIS) at UCL Qatar. It is intended to serve as an introduction to the programme and as a reference source that students should consult throughout their studies. The handbook outlines the aims and objectives, degree structure and content and presents the core and optional modules, as well as key information on UCL Qatar policies, teaching and learning methods and key resources.

The handbook should be used alongside the UCL Qatar Graduate Handbook, which contains useful information on UCL Qatar as a whole.

If students have any queries about the MA in Library and Information Studies, they should contact the Degree Coordinator, Dr Frederick Nesta.
Aims, Objectives, Learning Outcomes

Libraries allow us to listen to the past and speak to the future. Librarians are the mediators in this exchange and are at the forefront in the development of new tools that will enhance our understanding of ourselves and our world. The MA in Library and Information Studies is broad-based: producing graduates who can work in multiple kinds of libraries, archives, and or information centres. The skills we impart are intended to apply in a wide range of positions within or beyond libraries and the heritage sector. As UCL’s mission is to be London’s global university, our mission at UCL Qatar is to put that globalism into practice in our teaching and research within the context of the Gulf and Middle East region.

The compulsory modules will provide practitioners with theoretical and practical knowledge of the basic skills required by professionals. The two-week placement provides a practical introduction to the profession for novices and a new learning environment for the experienced. Students provide a critical analysis of their placement experience and complete the course by writing reflective essays that integrate what they have learned in the programme. The process of researching and composing a dissertation gives students an opportunity to demonstrate their analytical, research, and communication skills.

Aims and Objectives

The programme aims to:

- Provide an understanding of the theoretical and practical applications of knowledge organisation
- Introduce the major concepts of management, budgeting, and project management
- Introduce the terminology and key concepts of information studies
- Develop an appreciation of teamwork
- Develop an understanding of the book as a physical and cultural object
- Provide the conceptual and practical framework for locating and evaluating information resources
- Train professionals to work within the Arab world within a global context
- Develop a familiarity with the literature of the profession and its modes of communication
- Develop critical thinking in relation to librarianship and information studies
- Enable students to undertake independent research so that they may contribute to the development of the profession
- Give students an awareness of legal and copyright issues
- Give students an understanding of the nature of digital resources
- Give students critical skills for the selection and evaluation of information resources

Learning Outcomes

At the completion of the MA programme, students will have:

- An understanding of all the principles, ethical, and legal considerations which govern the profession
• An in-depth understanding of theoretical and practical issues in librarianship and information studies
• The ability to function as information professionals
• Critical awareness of heritage issues as they relate to the profession
• The ability to understand and interpret the data relevant to the profession
• The ability to formulate and communicate research questions related to library and information studies
• The ability to design independent research projects, interpret analytical results and produce extended academic writing
• The ability to work professionally in a variety of roles and organisations
• An understanding of current digital technologies as they relate to the field, including markup languages, data structures and database concepts, and library management systems.

Accreditation

The MA LibrIS programme, both full-time and part-time, has been accredited by the Chartered Institute of Library and Information Professionals (CILIP). This internationally recognised accreditation is valid from 2015 until 2020 and was independently earned by the UCL Qatar programme in a rigorous matching of its programme against CILIP’s Professional Knowledge and Skills Base (PKSB). The PKSB measures professional and technical skills and ethics and professional values that are core to the profession and that must be continually developed. Key knowledge and skills in the PSKB include organising knowledge and information; knowledge and information management, using and exploiting knowledge and information; research skills; information governance and compliance; records management and archiving; collection management and development, literacies and learning; leadership and advocacy; strategy, planning and management; customer focus, service design and marketing; IT and communication. The MALibrIS programme meets both CILIP’s PKSB and the ‘Core Competences of Librarianship’ outlined by the American Library Association (ALA).

Degree Structure

The Master’s Degree is structured so as to allow students to meet the objectives and achieve the above mentioned learning outcomes. Full-time students complete the programme in a single year, but the programme can also be taken on a part-time basis over two years. Teaching is usually held Sunday-Monday and Wednesday-Thursday from 14:00 to 17:00. In order to successfully complete the programme, students must take all of the core modules, two optional modules, and complete their dissertation.

All students must take the following compulsory courses, each worth 15 credits:

• UCLQG404: Knowledge Organisation and Access
• UCLQG406: Collection Management
• UCLQG409: Research Methods in Information and Library Science
• UCLQG414: Reference and Information Services
• UCLQG420: Introduction to Management
• UCLQG430: Professional Awareness
And must complete:

- UCLQG499: Dissertation (60 credits)

Students also select two of the following optional courses, each worth 15 credits:

- UCLQG012: Collections Care and Management
- UCLQG408: Digital Resources in the Humanities
- UCLQG412: The Book in the World
- UCLQG407: Library Systems and Data Management (short course)
- UCLQG432: Information Literacy
- UCLQG434: Services to Children and Young People (short course)
- UCLQG405: Arabic Cataloguing

We cannot guarantee that all of these optional courses will necessarily run each year. If there are any modules that are integral to your study, you should check whether they are running in the relevant academic year. Some optional modules may be offered as one-week short courses with visiting academics.

Core modules

Knowledge Organisation and Access (UCLQG404, 15 credits)

*Module Coordinator: Dr Frederick Nesta and guest lecturers*

This course provides a brief history of catalogue codes, in order to familiarize students with catalogues compiled under older rules and with the developing concepts of knowledge organisation. Development of International Standard Bibliographic Description (ISBD) and Anglo-American Cataloguing Rules (AACR); nature and structure of AACR2 and Resource Description and Access (RDA); practical descriptive cataloguing; development of MARC format; practical cataloguing using MARC 21 format; nature of online catalogues and problems that arise in using them; cataloguing of Web resources; metadata; OPACs. Intellectual organisation of knowledge and the physical arrangement of documents; principles underlying the design and construction of subject indexing tools; factors affecting subject access to documents both in physical and digital environments; how to identify the semantic content of documents; practical work in application of standards for subject description, specifically Library of Congress Subject Headings, Dewey Decimal Classification, Universal Decimal Classification (UDC), and Library of Congress classification schemes. There will also be an introduction to Dublin Core, Metadata Object Description Schema (MODS), Text Encoding Initiative (TEI), Resource Description Framework (RDF), and Bibframe. The module will be taught via lectures and practical classes. Coursework will include a policy document, short essay and various pieces of practical work.

Collection Management (UCLQG406, 15 credits)

*Module Coordinator: Dr Sumayya Ahmed*

This course considers the development and monitoring of collection development, retention and preservation policies. Selection and acquisition principles, methods and processes; security policies and planning; storage policies and planning; use and users; evaluation and retention of collections; preservation strategies and
programmes, including substitution options and methods, risk assessment and control, collection care and an overview of conservation options. Issues relating to acquisition, access and preservation of electronic material and special issues relating to serials, interlibrary loan and document supply, financial issues, co-operation and resource sharing will be discussed. The module will be taught via lectures and discussions. Coursework will include a policy document and essay.

**Research Methods in Information and Library Sciences (UCLQG409, 15 credits)**  
*Module Coordinator: Dr Sumayya Ahmed*

This module will familiarize students with the qualitative and quantitative research methods that are most commonly used in information and library science to further the field and improve the practice of information professionals. Among the methods considered are including interviews, experiments, observation, and surveys. In addition to data collection, students will learn about various ways of analysing data including statistical analysis. The module will guide students to developing a sound understanding of how to choose a research method appropriate to the nature of the research question. It will also help them to develop research agendas of their own.

By the end of the module the students will:
- Possess a critical awareness of research methods used in Information and Library Science (ILS)
- Understand how to choose the appropriate research method for specific kinds of question and how to construct a research proposal/agenda
- Discuss and provide examples of a range of research methods and their applicability to questions in ILS
- Demonstrate critical understanding of seminal and exemplary research studies in ILS
- Analyse published research in ILS and evaluate its applicability to information professionals.
- Be better prepared to design, develop and carry out research in information and library science that builds upon the body of literature of vetted and accepted research in the field.
- Understand the basic principles of research question development, theory development, proposal creation, and statistical data analysis.

**Reference and Information Services (UCLQG414, 15 credits)**  
*Module Coordinator: Dr Sumayya Ahmed*

This course prepares students to provide quality reference support to the public and scholars through a thorough introduction to information resources in print and digital format. Students also learn about the control, recording and exchange of published information, including patterns of dissemination and control of the literature of specific subjects. The structure, content and purpose of a range of publication formats, including guides to information sources, directories, terminological tools, factual reference sources, tools for serials control, bibliographies, indexing and abstracting services, library catalogues and union lists, and resources for the bibliographic control of specialized forms such as non-book materials, archives and official publications are also covered. Students will learn how to interrogate such resources to identify appropriate content for a variety of study, enquiry and research purposes. The module will be taught via seminars and practical work in examining sources in a
variety of printed and electronic formats. Coursework will include a critical review of an information source and an essay.

**Introduction to Management (UCLQG420, 15 credits)**  
*Module Coordinator: Dr Frederick Nesta*

This course covers principal aspects of management including professional ethics and responsibilities; change management and strategic planning; appraisal and behavioural management; finance and budgeting; legal issues, marketing and promotion of services. Key management skills, team work, business writing, presentation and project management are developed. By the end of the course students will be able to identify a range of management skills relevant to the development and delivery of services in a library and information service context. They will be aware of the main areas of human resource management and of the management implications of a number of current issues affecting library and information service provision. Students will be able to apply a range of key management skills both within their studies and in the professional context. The module will be taught via lectures, practical exercises, group projects, presentations, seminars and practical work. Coursework will include a group presentation and a management briefing report.

**Professional Awareness (UCLQG430, 15 credits)**  
*Module Coordinator: Dr Frederick Nesta*

This course is intended to foster awareness of professional identity and of the purpose and role of the professional librarian; to encourage a broad view of professional skills as applicable to a variety of employment sectors; to promote an understanding of the relationships between the other courses in the programme; to identify pervasive trends in the profession; to promote awareness of current social and political issues; to support a critical and analytical approach to professional activity. The aim of the case study students are required to write post-placement is to relate the theoretical knowledge acquired through the core courses of the programme to a specific real-life situation. This is not envisioned as an internship, but an opportunity for those new to the profession to observe and learn first-hand the various aspects of library operations and for those experienced in the profession to observe and learn new methods and procedures, as well as how to adopt them to differing environments.

This module is not taught by UCL Qatar staff, however staff do provide students with individual supervision for the case study. In addition, there is a written examination at the end of the term that covers all of the core modules taught in the programme.

Students should provide their lecturer with a brief statement of where they would like to go on their placement, what they would like to accomplish or learn, and a very brief outline of their work and education. They must also provide an appropriate cover letter and formal CV. Students in previous years have taken their placements at the following institutions in Qatar and abroad:

- Carnegie Mellon Qatar
- Georgetown University Qatar
- Museum of Islamic Art
- University of California at Berkeley
- Weill Cornell Medical College Qatar
- UCL – Institute of Archaeology Library
- Northwestern University, USA
- College of the North Atlantic in Qatar
Coursework will include:

1) A case study of 3,000 words describing and evaluating an aspect of professional practice as exemplified in an event, procedure, project or other professional issue observed in a specific present-day workplace environment. The topic must be so chosen as to avoid overlap with the topic of the student’s dissertation.

2) An integrative examination to bring together topics from all the core courses of the programme and to include general professional awareness. UCL Qatar may be able to provide financial assistance for the placement. If approved by UCL Qatar, students may be eligible for financial support to supplement costs for placement related expenses which may include: transportation to and from the placement site, accommodation, meals, travel and/or liability insurance, and/or special equipment necessary for the placement.

**Dissertation (Term 2, UCLQG499, 60 credits)**

*Module Coordinator: Dr Sumayya Ahmed*

The dissertation is a piece of extended academic writing of 12,000 words. The dissertation element provides the students with the opportunity to pursue research according to an agenda of their own devising, on a topic relevant to the Master’s degree and decided in discussion with the Degree and Module Coordinators in term 2. The Degree and Module Coordinators will advise on topics and suggest relevant supervisors and advisors. The dissertation allows students to utilise theoretical frameworks and methodologies learned through the Master’s degree, to develop data analysis skills and to explore in detail relevant topics of personal interest. These topics may be related to their placement, their place of work, and may act as a starting point for further PhD research.

The module will include a taught element in term 2 with classes on developing research questions, literature reviews, research methods and resources, structure, argument and presentation, and will be closely supervised through one-to-one tutorials throughout the research and writing period. During term 2 students will meet with their supervisor to develop and deliver the following:

1. Research topic
2. Research questions and indicative bibliography/resources/case studies
3. Literature review
4. Structure and chapter headings
5. First chapter review
A thesis proposal will be due in January 2018. Students will complete the dissertation from June to August. The supervisor will meet with each student at regular intervals during the writing-up period, in person or via Skype/phone.

The deadline for the submission of the dissertation is **Tuesday 24 July 2017, 12pm midday**. Guidelines for researching, writing and producing the dissertation can be found in the Dissertation Module Handbook.

**MA LibrIS Dissertations: a selection of recent topics**

- What makes Arab libraries accept or refuse RDA: RDA implementation in Arab national libraries: Qatar National Library and Lebanese National Library
- The National Library of Qatar: Past and Present
- Electronic Patient Record System in Hamad Medical Corporation: Challenges and Improvements
- Painting a Picture of the Information Needs, Preferences, and Behaviours of Visual Artists in Qatar
- Enhancing Visual Literacy in the Qatari population as a means of cultural preservation
- Information Literacy Needs at Qatar University: Bridging the Gap between School and University
- A Case Study of Outsourcing for Acquisition Metadata Provided by YBP to Qatar National Library
- Emerging Technological Trends in Libraries: How technology is reshaping the future of library services at Weill Cornell Medical College in Qatar
- Qatar National Library and Singapore’s National Library Board: a comparison of national libraries performing multiple functions
- Public libraries in Saudi Arabia: an investigative study of public libraries affiliated with the Ministry of Culture and Information and Society’s Perceptions and Preferences
- Courting the Female Reader: Marketing Women’s Cheap Literature in the 19th century United States
- Measuring the Return on Investment (ROI) of Corporate Libraries to their Parent Organisations: A Case Study of Qatar Petroleum Library
- Impact of Knowledge Management on Public Libraries’ Performance and Growth from Employees’ and Managers’ Perspectives (Field Study on Qatar National Library)
- Image Recognition and Augmented Reality Technologies in Libraries, Museums and Bookstores: Trends of Practices and Case Study
- Assessment of the Information Security Risks and implementation of controls: A Case Study of the College of the North Atlantic – Qatar Library
- The Role of Primary School Libraries in Supporting the Education System in Qatar
- Down the Rabbit Hole: a Study of the Success Factors of EYAL and How they Can be Implemented in the Middle East
- Medical Library Service in Qatar
Optional modules

Collections Care and Management (Term 1, UCLQG012, 15 credits)
Module Coordinator: Professor Alexandra Bounia; Principal Lecturer: Dr Stavroula Golfomitsou

This course will examine in detail the care and management of museum collections. The aim of the course is to provide students with a solid foundation regarding theory and practice of collections care and management and it will cover a variety of topics, including documentation of objects and collections; collections management systems; agents of deterioration; environmental monitoring; evaluation of microenvironment and its effect on collections; preventive conservation; remedial conservation; pest management; risk assessment and management; disaster planning; security; managing loans; managing museum collections and storages; and widening access to collections.

On completion of the course the students will have a holistic understanding of the principles of collections care and management.

Library Systems and Data Management (UCLQG407, 15 credits)
Module Coordinator: Dr Bob Molyneux

In this course students will be introduced to metadata creation, the importance of standards in data interchange, XML, content management systems, data management systems, integrated library management systems, open access concepts and open source systems. They will also learn about linked data, digital curation, Web and data analytics and metrics. The course assessments will include individual project work based on a body of data. Library technology and research methods have changed rapidly in the past decade and new skills, particularly in data management and the creation of institutional repositories of data, text, and images are in particular demand. This course will give students an understanding of current technologies and tools to curate and disseminate knowledge and provide access to re-sources held locally or globally. By the end of the course the students will possess a critical awareness of current technologies and an understanding the principles of database design, object oriented systems, conceptual data models (for example the Resource Description Framework) the Semantic Web, design of web services and social media. This module is a short course comprised of lectures, exercises and group work. The coursework will include a review exercise, case report and essay

Digital Resources in the Humanities (UCLQG408, 15 credits)
Module Coordinator: Dr Sumayya Ahmed

This course introduces students to a range of issues involved in the use of computational methods in the field of humanities research. Topics include humanities resources on the Web, creating electronic resources, digital imaging and mapping, metadata systems, data visualization, encoding and markup systems, electronic dictionaries, text analysis, user needs, and scholarly electronic publishing in the humanities. The overall aims are to familiarize students with the theories, tools and computing technologies that are currently used in humanities research and teaching; to provide a basis for making informed choices in the design, management and use of digital resources in the humanities; to promote understanding of the areas where
access, manipulation and analysis of digital resources can benefit research and teaching in the humanities. By the end of the course students will be able to identify and evaluate Web-based and other sources in electronic form for humanities research and teaching; use tools to create electronic resources as transcriptions and digital images, and understand the benefits and implications of these methodologies; discuss the social implications of digital humanities work; assess the advantages and disadvantages of different delivery and publishing methods for electronic resources; understand how computers can be used for a range of research and teaching applications in the humanities; understand the principles and uses of text manipulation programs; and evaluate electronic scholarly publications in hypertextual form. The module will be taught via lectures and practical classes. Coursework will include a critical review essay and the design of a digital humanities project prototype.

The Book in the World (Term 2, UCLQG412, 15 credits)
Module Coordinator: Dr Frederick Nesta

This module covers the purpose and use of bibliography and a brief history of its main proponents; the technique and the history of printing from the hand-press period to the digital era; the technique and history of vellum and paper making; the history of book production and illustration; the technique and history of bookbinding, including materials and processes, styles and designs of decoration, owners and collectors. Although the course focuses on European books it also surveys the history of the book in China, India and Muslim lands and considers the book as a physical and cultural object.

Students will work on physical volumes of 18th and 19th century text and examine collation, binding, type, and paper. They will do page facsimiles of title pages of the books they work with and do a MARC record that would be up to rare book and RDA standards. They will also prepare descriptive records for a number of titles that will demonstrate their ability to research a text and provide information about its author, publishers, printers, and uniqueness.

Information Literacy Education (UCLQG432, 15 credits)
Module Coordinator: Dr Milena Dobreva

This course teaches students about the theories and concepts surrounding information literacy, a core skill needed for lifelong learning. This subject allows students to gain an understanding of the key theories and concepts surrounding information literacy and to learn the practical skills and knowledge needed to teach and promote information literacy in a range of contexts including workplaces, communities and educational institutions. The content of the course includes the following: definitions of information literacy and other literacies, including digital and visual; range of information literacy provision in schools, colleges, and universities, public libraries, health sector, and workplaces. The course will be taught via lectures and practical classes. Coursework will include an essay and report based on a practical project.
Services to Children and Young People (UCLQG434, 15 credits)

Module Coordinator: Veronica Stevenson

This course introduces the issues involved, skills required and principles underlying the provision of services to children and young people through school and public libraries. It seeks to build the students’ personal and transferable skills and competencies to meet the demands of a changing professional environment. Children’s and school librarians have a significant role in enabling young people as independent and lifelong learners. Principal aspects covered include the impact of education, technological and political developments; understanding of child development; children’s reading, literacy and information skills; the nature of children’s literature; application and implications of ICT; assessment of stock, including illustration, non-book materials, selection and censorship issues; provision of resources for particular client-groups including special needs; the role of the School Library Support service; design of services and facilities for client-groups; promotion of libraries, literacy and reading enthusiasm. This course is a short course comprised of lectures and group work. The coursework will include a review exercise, case report and essay.

Arabic Cataloguing (UCLQG405, 15 credits)

Module Coordinator: Iman Weheba and Nivin Moustafa

This module will introduce students to the tools necessary for cataloguing materials in Arabic. They will be introduced to RDA and MARC21 in Arabic, to Arabic name authority files, to special problems in cataloguing books in Arabic and to cataloguing Arabic manuscripts. It will benefit experienced cataloguers who deal primarily with Arabic materials and help those new to Arabic cataloguing to work with Arabic materials.

By the end of the module the student will:

- Possess a critical awareness the tools necessary for Arabic cataloguing.
- Understand how to choose the appropriate name and subject entries.
- Demonstrate critical understanding of Arabic MARC and RDA standards.
- Understand how to create and edit Arabic cataloguing records.
- Understand relevant frameworks and standards necessary to make Arabic materials available to patrons locally and internationally.
- Be able to identify and apply appropriate processes for managing information resources in Arabic.
- Be able to use appropriate tools for organising, describing, retrieving, providing access to and exploiting Arabic materials.
Teaching Methods

During the induction week there will be a general introductory session at UCL Qatar for the students on the MA in Library and Information Studies programme. In this session we will talk through the programme structure and module options. The second week of MA LibrIS will introduce students to the principles of the profession. It will also provide them with an introduction to the literature of librarianship and information studies and offer the training in academic writing that is necessary to successfully complete essay assignments and the dissertation. We will also go through the handbooks and make sure that all students are able to access module and programme information on the Moodle site. Throughout the Master’s course, teaching will be delivered through lectures, seminars and practical classes.

Part-time Option

The MA in Library and Information Studies can be taken part-time over two years. This option is particularly suitable for students who already work in the library and museum sectors in Qatar. The total credits remains at 180.

In Year 1 students will take three core modules plus one optional module. In Year 2 students will complete two core modules, an optional module, and the dissertation at 60 credits. Note that the availability of course options can change from year to year.

Teaching and Learning

The MA in Library and Information Studies is a postgraduate degree and students are expected to take a high degree of responsibility for their learning and studying. Each module comprises a set number of contact hours (lectures, seminars, and computer sessions) which are compulsory, and an additional number of hours allocated to background reading and the preparation of project work and assessed module work. Typically, a teaching session will last two to three hours and consist of a lecture, divided by a short break, followed by seminar discussion. The majority of teaching is scheduled for the afternoons, between 2-5 pm, four days a week. In some sessions students will be asked to make short presentations on a topic, either individually or in groups. Some module elements are taught by guest lecturers. In these cases the majority of contact hours will be compressed into one week. There will be a variety of methods of delivery and practical training will also be provided as part of Placements.
Continuing Professional Development

Being a professional requires the continual development of skills and knowledge beyond formal coursework. Many students, after successfully completing their degrees at UCL Qatar will go on to join their own national or local professional library association, such as the Library and Information Association in Qatar (LIA-Q), the Special Libraries Association (Arabian Gulf Chapter), the International Federation of Library Associations and Institutions (IFLA) or become overseas members of CILIP: the Chartered Institute of Library and Information Professionals. CILIP is the professional accrediting agency for Great Britain and Northern Ireland. The UCL programmes in London and Qatar are both accredited by CILIP and Masters Degrees accredited by CILIP are recognised in the USA, Canada, Australia and New Zealand. Membership is free to MA students and UCL Qatar encourages students to join. Lifelong Learning is a necessity if graduates are to be successful in the workplace. They are therefore urged to try to keep abreast of developments by continuing professional development. This entails taking continuing education courses and staying abreast of new research published in professional journals. As a note, UCL Qatar encourages graduates to provide updates on their career developments even after they have left campus as we would be pleased to learn of your future career.

Student Conduct and Responsibilities

Students are asked to pay attention to the Student Code of Conduct as referred to in the Gradate Handbook. The Code sets out important standards of behaviour reasonably expected of students by UCL.
Degree assessment

The Board of Examiners normally meets within 1-2 months following the conclusion of the Master's Degree. At that time students who have completed 180 UCL credits (or the equivalent 1800 learning hours) and passed all elements may be recommended for the award of a Master's Degree. Results will be graded as a Distinction, Merit, Pass, or Fail. The requirements for each grade are as follows:

**Distinction**
The award of distinction must be given to students on Masters programmes if they have satisfied all of the following criteria:

- The overall weighted average mark over 180 credits is 70% or higher; and
- The mark for the dissertation is 70% or higher; and
- There are no marks below 50%, no condoned marks, no re-sit marks, and all marks are first attempts.

**Merit**
The award of merit must be given to students on Masters programmes if they have satisfied all of the following criteria, but do not meet the criteria for an award of distinction:

- The overall weighted average mark over 180 credits is 60% or higher; and
- The mark for the dissertation is 60% or higher; and
- There are no marks below 50%, no condoned marks, no re-sit marks, and all marks are first attempts.

**Pass**
For an award of a Masters degree students must have completed 180 UCL credits or the equivalent 1800 learning hours and obtained an overall average mark of 50% or greater which must include a mark of 50% or greater for the dissertation.

- A maximum of 25% of the programme’s taught element (i.e. excluding the dissertation and placement) may be condoned at 40 - 49%.
- A student may be required to make specified amendments to their dissertation within one month provided that:

  a) The amendments are minor and the dissertation is otherwise adequate;

  and

  b) The student has satisfied all other requirements for the award of a Masters degree.
Fail
A candidate will be considered to have failed the Master’s Degree if:

- The overall average mark is less than 50%; or
- The mark for the dissertation is less than 50%; or
- The mark for any element is less than 40%.
Online Resources

Basic Resources
- UCL Moodle: https://moodle.ucl.ac.uk/
- UCL Qatar Catalogue: http://www.ucl.ac.uk/qatar/library
- UCL Catalogue London: http://www.ucl.ac.uk/library/
- Qatar National Library online resources: http://www.qnl.qa/find-answers/online-resources. You need your Qatar Resident Permit to register with the QNL and gain access to their resources. Their online offerings are excellent.

Style Guide

Library Associations
- IFLA (The International Federation of Library Associations and Institutions) is the premier international association for librarians. It sponsors an annual conference in various regions of the world and has sections and divisions of interest to librarians in all regions. IFLA membership is particularly relevant for MENA region librarians. https://www.ifla.org/
- CILIP (Chartered Institute of Library and Information Professionals): The accrediting agency for Great Britain and Ireland < http://www.cilip.org.uk/>
- International Association of School Librarianship for those who work in school libraries: http://www.iasl-online.org/
- Association for Information Science and Technology (ASIS&T) provides information for those interested in the IT/Data side of the profession https://www.asist.org/
- International Council on Archives (ICA) http://www.ica.org

Databases in Library and Information Science
- Library & Information Science Abstracts (LISA) http://search.proquest.com.libproxy.ucl.ac.uk/lisa/advancedip
- Proquest Library Science Database http://search.proquest.com.libproxy.ucl.ac.uk/libraryscience?accountid=14511
- ProQuest Dissertations & Theses Global http://search.proquest.com.libproxy.ucl.ac.uk/pqdtglobal?accountid=14511