

**INSTITUTE OF
ARCHAEOLOGY**



UCL

MA in MUSEUM STUDIES

Degree Programme Handbook 2022-23

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Programme Moodle Site

Potential changes in light of the Coronavirus (COVID-19) pandemic

Please note that information regarding teaching, learning and assessment in this module handbook endeavours to be as accurate as possible. However, in light of the Coronavirus (COVID-19) pandemic, the changeable nature of the situation and the possibility of updates in government guidance, there may need to be changes during the course of the year. UCL will keep current students updated of any changes to teaching, learning and assessment on the [Students' webpages](#). This also includes Frequently Asked Questions (FAQs) which may help you with any queries.

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INTRODUCTION

This is the Handbook for the MA degree programme in Museum Studies. It outlines the aims and objectives, structure and content of the degree, and includes outlines of the core modules and of the most relevant options available this year. It is also available on the Institute of Archaeology web site.

This Handbook should be used alongside the MA/MSc Handbook (also available on the Institute web site), which contains information about all MA and MSc degrees, and options within them, being taught this year. Students should consult that Handbook if they need information about an option outside those normally offered within the present programme. **Please note that some options may not be available during the 2022-23 academic year.** The MA/MSc Handbook gives essential information on a range of topics, from enrolment to guidance on the dissertation, so students should ensure that they read it carefully. Distributed along with the MA/MSc Handbook are maps of the College precinct and surrounding area of London, the complete MA/MSc teaching timetable and the list of Personal Tutors to MA and MSc students. Students should consult this list to find out who is to be their Personal Tutor for the year, and students should make contact with them soon after their arrival to arrange a meeting.

If students have queries about the organisation, objectives, structure, content or assessment of the degree, they should consult their Personal Tutor.

AIMS, OBJECTIVES AND OUTCOMES OF THE DEGREE

The MA in Museum Studies provides a broad academic and professional training in all aspects of museum work, whilst encouraging students to reflect critically on the concept of the museum and its associated practices.

Aims

- To provide a wide-ranging and challenging introduction to the theoretical issues involved in contemporary museum practice as a sociologically-informed and socially-situated discipline;
- To encourage critically aware perspectives on professional practice and research processes;
- To provide an in-depth understanding of approaches to the documentation, interpretation, presentation and preservation of curated materials in museums;
- To provide practical skills relevant to a professional career in the museum sector.

Objectives

The compulsory core modules are designed to provide students with a good understanding of, and critical engagement with, contemporary museum practice and

theory. Further option modules can be chosen to enable students to focus on particular areas of museum expertise. A museum-based and/or remote placement provides a context for developing practical work-orientated skills. A supervised research project is undertaken in order to write the dissertation, which allows specific practical, analytical and interpretive skills to be developed in more depth. Students may also learn general transferable skills by taking advantage of the many facilities offered by UCL, including modules offered by UCL's [Graduate School](#), its [Language Centre](#), and the pre-eminent library facilities of UCL and the University of London (Senate House).

Learning outcomes

As a result of the module you should feel confident that you will be able to demonstrate knowledge and understanding of:

- Techniques and research relating to the key museum functions of collections development, care and management; communication and audience engagement; contemporary museum sector contexts, initiatives and challenges; and the management of human, material and financial resources;
- Current critical perspectives in museum studies and related academic fields;
- The history of museum development and of current museum studies and heritage issues in national, international and cross-cultural contexts;
- How to apply general transferable skills that will be useful whatever your future path (e.g. research, writing and communication skills, interpersonal skills, use of IT, managerial skills);
- How to apply the core skills relevant to a museum professional, which may include collections care procedures, packing and storing objects, documentation, collections-based research, exhibition production, and display evaluation.

You will also be able to

- Discuss and evaluate alternative perspectives on museum issues;
- Undertake independent research resulting in a dissertation.
- Familiarise yourself with the breadth of museum studies literature and how to access it.

PROGRAMME STRUCTURE

The programme of study for this degree is intended to help students meet the objectives outlined above, and also to provide an opportunity for them to achieve any additional personal objectives. It comprises four compulsory core modules, two option modules, a dissertation, a work placement and a programme of museum visits. Each module addresses a specific subject and has its own coordinator.

Core modules

The Museum: Critical Perspectives [ARCL0092, Term 1 Tuesdays AM 15 credits]

Module Coordinators: Alice Stevenson

This course aims to provide an introduction to the history and theory of museums. It does so by approaching the museum from a series of critical perspectives, considering the museum, among other things, as collection, as institution, and as site for advocacy and social justice. It explores different conceptualisations of the museum by drawing on examples which reflect a diversity of museum contexts in different regional and cultural settings. The course considers the role of museums in localising and globalising processes; it confronts the colonialist and racist legacies of museums; it examines the museum's social roles and responsibilities from well-being to climate change; and it addresses how groups and communities reclaim their ancestors and heritage from institutions. Building on a tradition of 'critical museology', the course seeks to provoke students into questioning what a museum is and does, and what it can be. It seeks to provide the broader historical and theoretical context to enable students to engage critically with contemporary museum practice and to develop a clear understanding of professional stewardship and critical ethics.

Collections Management and Care [ARCL0118 Term 1 Tuesdays PM and Term 2, Mondays PM 30 credits]

Module Coordinators: Alice Stevenson (term 1) and Ian Carroll (term 2)

The management of collections is the foundation for many other museum activities. The aim of this module is to provide students with a thorough knowledge of the theory and practice of collections management and care, including the acquisition and disposal of collections; museum documentation; stores and collections access; handling and examination of objects; and preventive conservation. Having taken the module students should understand why collections management is important, have a good practical idea of how to go about the different aspects of it, understand the wider picture of some of the ethical issues involved, and gain a sense of what interesting things a museum can do if its collection is in good order. The module is taught over two terms in collaboration with UCL Culture and the Institute of Archaeology Collections through a series of workshops with museum professionals. In term 1 classes will be on Tuesday afternoons, in term 2 they will be on Monday afternoons.

Managing Museums [ARCL0093, Term 1, Thursdays PM, 15 credits]

Module Coordinator: Ian Carroll

This module focuses on the organisational and managerial context of museums. It aims to familiarise students with a variety of key aspects of management, both theoretical and technical, which are deemed essential for the effective running of museums. The module discusses management against the background of the ever-changing role of museums and the many challenges relating to economy, politics and society that institutions face today. A variety of topics pertaining to museum management are examined, including current issues and debates; financial aspects and strategic planning; governance and leadership; marketing; technology and digitisation; legislation and policies; professional ethics and codes of conduct; management of human resources; identity and impact management; and fundraising and development.

Museum Communication and Audience Engagement [ARCL0130, Term 1, Thursdays AM, 15 credits]

Module Coordinator: Theano Moussouri

This is a theoretically-grounded and evidenced-based module, which aims to foster a broad understanding of the general principles of effective communication and audience engagement. Combining sound practice, research and theory grounded in communication studies, cultural studies, epistemology and learning theory and visitor studies literature, the module covers the following subjects: museums and their audiences, communication theory, meaning making and learning in museums, theories of learning, audience research and visitor studies, audience engagement and participatory approaches, evaluation methods and evaluation design.

Option modules

In addition to the four core modules, students take two 15 credit option modules. Normally, students select options from those available within or particularly relevant to the Museum Studies degree programme (listed below), but, in exceptional circumstances, they may also select an option from those available in other Masters' degree programmes taught in the Institute of Archaeology or in another department at UCL after discussion with and subject to the agreement of your Personal Tutor. Full details of all Institute of Archaeology postgraduate modules may be found at <http://www.ucl.ac.uk/archaeology/studying/masters/courses>.

The recommended option modules for the MA in Museum Studies are:

Collections Curatorship [ARCL0132, Term 2, Monday AM, 15 credits]

Module Coordinator: Rodney Harrison

The aim of this module is to introduce students to the core skills of a curator: to understand objects and how to research them, and to understand collections and the added meaning that forming objects into collections and exhibitions can create. The module provides an opportunity for students to acquire such skills through working in groups on object research and documentation projects. Research groups benefit from curatorial support of museum staff as well as a series of workshops and lectures focusing on different aspects of curating, researching and exhibiting collections. As with the Museum Studies MA programme as a whole, the module aims to combine academic rigour with professional skills training.

Exhibition Project [ARCL0131, Term 2, 15 credits, Thursday AM]

Course Coordinator: Theano Moussouri

This is an intensive practical course that seeks to apply the general principles of effective communication with visitors presented in the Museum Communication and Audience Engagement module through students' involvement in an interpretative project. It also complements knowledge and skills gained through Collections Curatorship. This module seeks to provide students with the theoretical and practical knowledge needed to set up, develop and deliver an exhibition project in a museum setting. Topics covered include: managing an exhibition project, developing and running educational and learning provision, communicating through text and images,

working with stakeholders. It also teaches practical skills such as mound-making, object loan application, object installation and deinstallation. Please note that, although all formal teaching for this module end in term 2, attendance of group meetings and work on exhibition related tasks is completed at the beginning of May. This module has Museum Communication and Audience Engagement as pre-requisite.

Other popular option modules:

Oral History: From Creation to Curation [INST0040, Term 2, 15 credits]

This module provides an overview of the theory and practice of oral history from creation to curation for historians, social scientists, archivists, librarians, museum curators and all others interested in creating oral histories or tasked with looking after oral history materials. Thematically the course breaks down into six components:

1. the historiography, varieties and applications of oral history;
2. the ethics of oral history and similar qualitative research methods;
3. planning and managing an oral history project;
4. conducting successful interviews;
5. after the interview - analyzing and using oral history in public, academic and other spheres, including consideration of use in the digital space;
6. curation and the oral history archive - cataloguing and preserving oral history collections in digital environments.

Curating Science and Technology [HPSC0089, Term 2, 15 credits]

This module opens access to the Science Museum's galleries, reserve collections and curators, revealing the ways that the history of science and technology are preserved, researched, and displayed in a national museum. The module commences with a consideration of collections 'in the raw', as kept at the Museum's West London store, and with general museological questions about how to use objects in historical work. The remainder of the course discusses how different topics and kinds of objects feature in the museum's work, from acquisition through to being placed on display

For a full list of optional modules please see:

<https://www.ucl.ac.uk/archaeology/study/graduate-taught/degrees/ma-museum-studies/programme-structure-ma-museum-studies>

Dissertation

The dissertation is an extended essay on an original piece of research undertaken by the student, the topic chosen being relevant within the general area covered by the Museum Studies MA. Soon after arrival, students should discuss their area of research interest with their Personal Tutor, who will help them focus their ideas for their dissertation, or refer them to another member of staff who will be able to provide more specific advice, and will probably be appointed to be the student's Dissertation Supervisor at the beginning of term 2. They will help the student define their dissertation topic, and provide guidance through the main stages of the work. The dissertation provides a further opportunity for students to define and pursue their own

particular interests and career objectives. It might be used to apply newly learned theoretical or methodological approaches to a museum-related issue, or to gain greater experience with data analysis. Students may choose a topic linked with their museum placement or workplace. The dissertation may be regarded as a one-off research project, as a pilot study for Ph.D. research, or use it to showcase their skills to potential employers.

The word limit for the dissertation should be a maximum of 10,000 words in length and the deadline for submission of the dissertation is 1 September 2023. As with other coursework, dissertations must also be submitted electronically via Moodle. Guidelines for researching, writing and producing the dissertation are included in the MA/MSc Handbook and the MA/MSc Dissertation Handbook. Dissertation writing workshops and other advisory sessions on preparing dissertations in term 2 (more information will be provided closer to the time).

Summary of module structure, assessments and submission deadlines

Module	Coursework length and type	Submission deadline	Credits
ARCL0092 'The Museum: Critical Perspectives'	3000-word essay	12 Dec 2022	15
ARCL0118 'Collections Management and Care'	4000-word portfolio	20 December 2022	30
	4000-word portfolio	27 March 2023	
ARCL0093 'Managing Museums'	2000-word essay	10 Jan 2023	15
	1000-word report	11 Nov 2022	
ARCL0130 'Museum Communication and Audience Engagement'	3000-word essay	25 Nov 2022	15
Option module 1	See module handbook	See module handbook	15
Option module 2	See module handbook	See module handbook	15
ARCL0150 'Museum Studies Placement'	Poster & presentation	12 August 2023	15
Dissertation	10,000-word dissertation	1 Sep 2023	60

Museum visits

Museum visits are an important part of the programme. Depending on the pandemic circumstances and if it is safe to do so, an organised programme of visits is scheduled to take place throughout term 1. Other visits may also be arranged in connection with option modules at other times. Visits are usually led by module coordinators or tutors, who typically arrange to go 'behind the scenes' to explore particular aspects of museums. Talks and discussions are often arranged with museum staff. Students are expected to attend all visits; part-time students may spread visits across the two years of their studies. Students are expected to make their own travel arrangements to museums, which will all be within the London area.

In addition to the organised museum visits, students are strongly encouraged to visit as many museums as possible in their own time, if it is safe to do so. Alternatively, students can take virtual tours of museums. Particular recommendations for on- and off-line visits will be discussed in class.

Work placement

Work placements are a vital part of the Museum Studies programme. Remote placements with museums will be available should circumstances dictate. Students are required to undertake a minimum of twenty days of supervised placement project with a museum or related organisation as a compulsory and assessed part of the degree. There is no maximum number of days and students can do more than 20 days, subject to agreement. Placements form part of the ARCLG0150 Museum Studies, in co-ordinated by Theano Moussouri and Ian Carroll, together with Charlotte Frearson the Museum Studies Placements Module Facilitator, who can be contacted on this topic at ioa-mams-placements@ucl.ac.uk. Recent placements have taken place in a wide range of museums, including: Brent Museum, the British Museum, Croydon Museum, Event Communications, the Freud Museum, Hackney Museum, London Transport Museum, the Museum of London, RAF Museum, the Royal Academy, Royal Botanical Gardens, Royal Historical Palaces, St Paul's Cathedral, Tate Britain and UCL Museums & Collections. A number of UK-based and international organisations have also provided remote placements including: The Museum of London, the British Museum, The Science Museum Group, Copernicus Science Centre in Poland and MOMus-Experimental Center for the Arts in Greece.

We hold a database of current placement opportunities and museum projects, which you will be asked to apply for. Exceptionally, students are also able to arrange their own placements, if desired, and you have an informed arrangement. Please do not approach museums independently before liaising with the module tutors since this is a formal, assessed part of the degree. A Placement Induction session will be arranged in term 1 to explain the process in more detail, followed by individual meetings to discuss particular arrangements with each student, as necessary.

Placements can take place on Fridays, beginning in Term 2 or students can opt for their placement to be taken as a block of several days per week in term 3 or in the summer. Ideally, placements begin by the start of Term 3, to leave adequate time for dissertation work, and the poster presentation in August. Exceptionally, students (particularly, part-time students) are also able to start their placement later in term 1. Further details about placements and placement posters presentation will provided at the Placement Induction session in term 1 (usually November), and are also set out in the ARCLG0150 Museum Studies Placement module handbook.

TEACHING SCHEDULE

The Museum Studies MA is an intensive twelve-month programme. Taught modules are normally timetabled in the first two terms, though assessed work may be scheduled for submission in the third term, depending on which options have been selected. Full details of the timetable for each module are included in the module handbooks. Students are expected to use the remaining months to complete their placement and to work on their dissertation

Part-time students

For part-time students taking the MA over two years, there is some flexibility regarding which module components can be taken when. Part-time students should expect to be spending approximately half of their time on their studies (including attendance at UCL for lectures, seminars and workshops; contributing to group projects and presentations; and undertaking coursework and dissertation research). Part-time students employed in a museum might be able to undertake work placement at their institution if they are able to work in a different department/unit, but will need to discuss the details of how this might work with Theano Moussouri and Ian Carroll. Participation in museum visits can be spread over both years. The recommended module structure for part-time students is as follows:

	Term 1	Term 2	Term 3
Year 1	ARCL0092 The Museum: Critical Perspectives ARCL0118 'Collections Management and Care'	ARCL0118 'Collections Management and Care' Option module 1 (e.g. ARCL0132 'Collections Curatorship')	Preliminary dissertation work
Year 2	ARCL0093 'Managing Museums' ARCL0130 'Museum Communication and Audience Engagement'	Option module 2 (e.g. ARCL0131 Exhibition Project)	Placement poster & presentation Dissertation

Further information for part-time students is provided in Appendix 1.

TEACHING METHODS

This is a postgraduate programme, and, as such, you are expected to be responsible for much of your own learning and study. A general overview of the programme and introduction to some of the extensive facilities available to graduate students at UCL will be provided in a session during 'induction week'.

Approach to teaching and learning

Students will experience a variety of approaches to teaching and learning on the MA in Museum Studies, including formal lectures, pre-recorded lectures, online activities, small group discussions and seminars, workshops, student-led presentations, self-directed research and project work, and museum visits. Term 1 core modules are taught on Tuesdays and Thursdays. All core modules are available only to Museum Studies students, while most option modules are open to students on other programmes (with the exception of Collections Curatorship and Exhibition Project which are only open to MA Museum Studies students).

Participation and group work

Many modules are interactive in nature and students are expected to participate in face to face and online forum class discussions and other activities. Some modules require that students meet in small groups outside the scheduled classes to work together on project work or prepare presentations. Learning to work effectively in groups, recognising one's own and others' strengths and weaknesses, is an important skill. Much museum work relies on team effort and interpersonal skills.

PREREQUISITES

Students accepted onto the MA in Museum Studies are expected to have a good first degree, ideally a 2:1 or above (or international equivalent), to be fluent in English, and to have experience of working in a museum or similar organisation, either as a volunteer or as an employee. For mature or part-time students suitable experience may be accepted as equivalent.

DEGREE ASSESSMENT

The Board of Examiners normally meets in November. At that time students who have completed all elements may be recommended for the award of a degree. Degree results will be graded as a Distinction, Merit, Pass or Fail. The requirements for each grade are as follows:

Distinction

An award of a degree with Distinction will be made where: (a) the weighted arithmetic mean of the marks for all elements (the taught elements and the dissertation) is 70% or greater, and (b) the mark for the dissertation is 70% or greater, and (c) the mark for at least one whole taught element or two taught half elements is 70% or greater, and (d) there are no marks below 50%, and (e) all marks are based on first attempts and there are no re-sits.

Merit

An award of a degree with Merit will be made where: (a) the weighted arithmetic mean of the marks for all elements is 60% or greater, and (b) the mark for the dissertation is 65% or greater, and (c) there are no marks below 50%, and (d) all marks are based on first attempts and there are no re-sits.

Pass

An award of Pass degree will be made where: (a) the weighted arithmetic mean of at least 75% of the marks for taught elements is 50% or greater and the marks for the remaining taught elements is 40% or greater, and (b) the mark for the dissertation is 50% or greater. (In other words, fail marks in the range 40-49% in up to 25% of the

taught elements are condoned.)

Fail

A candidate will be considered to have failed the degree if the dissertation mark is less than 50% or the mark for any element is less than 40%.

COURSEWORK

Method of assessment

This varies from module to module, but is always set out in the relevant module handbook. Each 15-credit module is normally assessed by means of a total of 3,000 words of coursework (or its equivalent in other forms of assessment). The nature and deadlines of individual assessments are defined in the handbooks of the individual modules, available from the relevant Module Coordinator. Further assessment guidance for particular types of assessment is provided on the relevant module Moodle, while academic writing support is available to all IoA MA students throughout the academic year. If students are unclear about the nature of an assignment, they should contact the Module Coordinator. The Module Coordinator will be willing to discuss an outline of their approach to the assessment, provided this is planned suitably in advance of the submission date.

Originality and referencing

All work submitted as part of the requirements for any examination (which includes all assessed work) of the University of London must be expressed in the student's own words and incorporate their own ideas and judgements. Plagiarism is defined as the presentation of another person's thoughts or words as though they are one's own. Plagiarism constitutes an examination offence under the University Regulations and students found to have committed plagiarism may be excluded from all further examinations of the University and/or College. Any quotation from the published or unpublished works of other persons must be identified as such by placing the quote in quotation marks, and the source of the quotation must be referenced appropriately. The concept of plagiarism also includes self-plagiarism, which is the submission of identical or very similar work in more than one piece of coursework assessed as part of the degree without full citation of the location of its first submission.

To avoid charges of plagiarism or collusion, students must always ensure that their submitted work is their own and that the sources of all information are appropriately cited. They should not lend essays or essay drafts to other students because they might be penalised if the other student copies the work and submits it as their own. If students are unclear about the definition of plagiarism, they should review the notes on plagiarism and examples of good and bad practice with respect to sources, included in the MA/MSc Handbook, and consult their Personal Tutor.

Although each module is assessed independently of other modules, it is taken to be a principle is that students should not receive credit for the same work twice. Students should take care to ensure that the same or very similar work is not submitted for assessment more than once during their study for this degree: failure to do so could result in a reduction of their overall mark. If students are in any doubt, they should seek advice from their Personal Tutor, or the relevant Module Coordinator.

It is important that students reference their sources of information as accurately and as fully as possible. If a student summarises another person's ideas or judgements, or reproduces their figures or diagrams, a reference must be made in the text (using the Harvard convention) and all works referred to must be documented in full in a bibliography. Referencing styles are outlined in the MA/MSc Handbook.

Presentation

Essays and other assessed work must be word-processed (unless otherwise specified), using 1.5-line spacing. Reference lists may be in single line spacing. Please note that we use Harvard (in-text citation) and not footnotes here in the IoA (other departments may have different conventions). There is no one set house style for this Harvard referencing but it should be consistently applied. Students are encouraged to use illustrations, diagrams and/or tables where appropriate. These should be clearly referred to at the appropriate point in the text, and if derived from another source, this must be clearly acknowledged. Students should adhere to word limits on essays; they are intended to help ensure equality of workloads between modules as well as to encourage the useful transferable skills of clearly structured arguments and succinct writing. College regulations require the imposition of penalties for overlength work: see below.

UCL has published guidelines to staff and students on the use of non-discriminatory language (see www.ucl.ac.uk/hr/docs/non_discrim_language.php). You are reminded, in particular, to avoid the use of gender-biased terms in your written work.

You are encouraged to use illustrations, diagrams and/or tables where appropriate. If they are derived from another source, this must be clearly acknowledged. You should adhere to word limits on essays; they are intended to help ensure equality of workloads between modules and to encourage the useful transferable skills of clearly structured argumentation and succinct writing. *Marks will be deducted for over length essays.*

Submission of coursework

Students should put their **Candidate Number**, not their name, on all coursework. Please note that this number is comprised of a series of letters and a number and is different from your Student ID. **It is required that students name their file using the following format: Candidate number_essay title.** They should also put their Candidate Number and module code on each page of their work.

Please note that stringent penalties for late submission exist. These are given below. Late submission will be penalized in accordance with these regulations unless permission has been granted and an Extension Request Form (ERF) completed. Note that extensions **cannot** be granted by the Module Co-ordinator and **you should approach the Academic Administrator Judy Medrington** (j.medrington@ucl.ac.uk) in the first instance.

Unless otherwise stated in module handbooks, date-stamping will be via Module Moodle page (see below). Students must also submit their work to Moodle by midnight on the day of the deadline. Information on how to upload work to Moodle will be provided during the Masters Induction.

To submit your coursework please follow the following steps:

1. Ensure that your essay or other item of coursework has been saved as a Word doc., docx. or PDF document. Please include the module code and your candidate number on every page as a header.
2. Go into the Moodle page for the module to which you wish to submit your work.
3. Click on the correct assignment (e.g. Essay 1),
4. Fill in the "Submission title" field with the right details: **It is essential that the first word in the title is your examination candidate number** (e.g. YGBR8 Essay 1), **Note that this changes each year.**
5. Click "Upload".
6. Click on "Submit"
7. You should receive a receipt – please save this.
8. If you have problems, please email the IoA Turnitin Advisers on ioa-turnitin@ucl.ac.uk, explaining the nature of the problem and the exact module and assignment involved. One of the Turnitin Advisers will normally respond within 24 hours, Monday-Friday during term. Please be sure to email the Turnitin Advisers if technical problems prevent you from uploading work in time to meet a submission deadline - even if you do not obtain an immediate response from one of the Advisers they will be able to notify the relevant Module Coordinator that you had attempted to submit the work before the deadline

If there is any other unexpected crisis on the submission day, students should telephone or (preferably) e-mail the Academic Administrator and their Module Coordinator, and follow this up with a completed ERF.

Penalties for late submission without permission

Students who fail to submit coursework by the deadline without permission will incur the following penalties:

- The full allocated mark will be reduced by 5 percentage points for the first working day after the deadline for the submission of the coursework or dissertation;
- The mark will be reduced by a further 10 percentage points if the coursework or dissertation is submitted during the following six calendar days;
- Providing the coursework is submitted by the last day of Term 3, but had not been submitted within seven days of the deadline for the submission of the coursework, it will be recorded as zero but the assessment will be considered to be complete.
- Where there are extenuating circumstances that have been recognised by the Board of Examiners or its representative, these penalties will not apply until the agreed extension period has been exceeded.

Students should note that these penalties may result in students failing an element and thus potentially failing the whole degree if a single item of assessed work is submitted more than seven days late.

Turnitin

When submitting coursework on Moodle, students will also receive a report from Turnitin. Turnitin's primary function is to scan work for evidence of plagiarism. This system gives access to billions of sources worldwide, including websites and journals, as well as work previously submitted to the IoA, UCL and other universities.

In common with most other UCL Departments, the Institute uses this system for the majority of assessed coursework for taught modules. Students submit hard copy of coursework in the normal way, but in most cases are also required to submit each piece electronically to Moodle, which should be done before submission of the copy to be marked.

There are some Museum Studies module assessments which do not require submission of coursework to Moodle (see previous section). Students should check individual module handbooks to confirm whether this is a requirement and ask their Module Coordinators if they have any doubt.

Unless otherwise instructed, work which is not submitted to Moodle will be subject to late submission penalties except in cases where the IoA Turnitin Advisers [ioa-turnitin@ucl.ac.uk] has been notified of a technical problem or the Academic Administrator [j.medrington@ucl.ac.uk] has been notified for any other issues.

It is important to recognise that the final decision about whether work contains plagiarism rests with academic staff. Consequently, the presence or absence of matches in a Turnitin report does not, by itself, provide a guarantee that the work in question either contains or is free from plagiarism.

Extensions of deadlines for the submission of coursework

New UCL-wide regulations with regard to the granting of extensions for coursework have been introduced. Full details will be circulated to all students and is also available on the IoA intranet. Note that Module Coordinators are no longer permitted to grant extensions. All requests for extensions must be submitted on a new UCL form, together with supporting documentation, via Judy Medrington's office and will then be referred on for consideration. Please be aware that the grounds that are now acceptable are limited. Those with long-term difficulties should contact UCL Student Disability Services to make special arrangements.

Grading

The grading system for coursework is set out in the MA/MSc Handbook. The mark given by the initial examiner (prior to return) is a provisional assessment for the student's guidance, and may be modified after assessment by the second internal examiner or by the External Examiner.

Timescale for return of marked coursework to students

You can expect to receive your marked work within four calendar weeks of the official submission deadline. If you do not receive your work within this period, or a written explanation from the marker, you should notify the IoA's Academic Administrator, Judy Medrington.

Word-length

UCL has strict regulations with regard to students exceeding the set word-length of coursework assessments. The following should not be included in the word-count: reference list, appendices, and tables, graphs, illustrations and their captions.

Re-submission of coursework

Students are not normally permitted to re-write and re-submit essays in order to try to improve their marks. However, in exceptional circumstances and with the approval of their Programme Coordinator, they may if they wish, submit an additional piece of coursework (on a new topic) to substitute for the first piece of written coursework submitted for their degree.

Summary of who to contact regarding assessment administration:

- Deadline extension: Judy Medrington [j.medrington@ucl.ac.uk]
- Academic Writing Support: Elizabeth Graham [e.graham@ucl.ac.uk]
- Moodle: Mike and Arthur [ioa-turnitin@ucl.ac.uk] – please note this is the same email address for Turnitin as the same staff manage both
- Turnitin: IoA.Turn It In [ioa-turnitin@ucl.ac.uk]
- MAMS Placement: IoA.Mams Placements [ioa-mams-placements@ucl.ac.uk]

SUPPORT FOR WRITING ACADEMIC ENGLISH

Tutor to international students

Miljana Radivojevic has taken on the new role of Tutor to International Students. Miljana's main concern will be the support of Masters students for whom English is their second language and who have come from widely differing educational backgrounds.

Support for academic writing and avoiding plagiarism

Elizabeth Graham will be available to give students support with academic writing, and help them to avoid plagiarism.

Practice essays for Masters students

All Masters students are strongly encouraged to submit a practice essay by Friday 14 October 2022. The practice essay is given a mark but this does not contribute to your programme grades. It is merely to give you an example of IoA marking criteria and methods of assessment, as well as an opportunity to practice the referencing system that you are expected to use if you have not used it previously (Harvard) and get feedback on essay structure ahead of preparing your Critical Perspectives essay. The practice essay is especially important for those for whom English is their second language. For more information contact your Degree Coordinator. The practice essay must be submitted electronically via Moodle only. More information about the practice essay will be given during the Masters Induction.

Read: Marstine, Janet 2011. Introduction. *The Routledge Companion to Museum Ethics*. London and New York: Routledge.

Essay Question: What does Marstine mean by 'radical transparency'? Please discuss with an example from a museum you have visited in person or can visit virtually (whether a virtual tour, museum blog, social media interaction).

Word count: 1000 words

Reference style: Harvard (i.e. in-text citation not footnotes or endnotes).

ORAL EXAMINATION

All Master's students are required to attend an oral examination, normally as part of their dissertation assessment. This will usually be held in late May or early June. In it you will be asked to present and discuss your dissertation plans and work to date. You must submit to your dissertation supervisor and Programme Coordinator a completed dissertation oral exam form in advance of this meeting. The oral examination will be conducted by the Programme Coordinator and/or another academic staff member and will be held by early June.

No marks are awarded for the oral examination: the assessment is 'satisfactory' or 'unsatisfactory'. Students may regard the examination as an additional dissertation progress meeting, albeit a mandatory one. Following the examination students are expected meet with their dissertation supervisors to discuss feedback. In the event of a problem being identified by the examiners you may be invited to attend a formal viva voce examination with the External Examiner for the degree also in attendance.

Part-time students will normally be required to attend the oral examination in the year in which they submit their dissertation (usually Year 2).

WORKLOAD

The MA in Museum Studies is a very intensive programme, and if you are a full time student you should be prepared for it to take up most of your time, certainly in Terms 1 and 2. The schedule of lectures, visits, placements and practical work for the programme as a whole is available at the programme Moodle site and distributed together with this handbook. Hours of teaching, study and other associated activities for each of the component modules are set out in the specific module handbooks.

DYSLEXIA AND OTHER DISABILITIES

If you have dyslexia or any other disability, please make your lecturers aware of this. Please discuss with them whether there is any way in which they can help you. Students with dyslexia are reminded to indicate this on each piece of coursework. Help is available with all kinds of learning difficulties (initially, see www.ucl.ac.uk/disability/services/dyslexia-centre).

MOODLE

UCL uses an online learning resource called 'Moodle'. The Museum Studies programme Moodle site address is: <https://moodle.ucl.ac.uk/course/view.php?id=11003>; you should regard this site as the 'virtual home' for your MA. This will be where recorded lectures and discussion forums will be posted. The site also contains electronic copies of module documentation, timetables and schedules, and includes a message board, calendar of events, museum-related links and resources, as well as links to the Moodle sites for each of the individual core modules. Please visit the site frequently and make use of its many functions and resources.

COMMUNICATION

Email is the primary channel of communication within UCL. All email correspondence relating to the MA and its component modules will use your UCL email address only (this will be set up as part of the registration process). It is very important that you consult your UCL email regularly. If you wish UCL email messages to be forwarded to your personal or work email address, you can set this up yourself from the email support web pages. You should also set up your email account such that your emails show your actual name, rather than your user id number.

Finally, please also ensure that you keep your contact details (especially your telephone number) up to date on UCL's Student Information System, Portico, in case you need to be contacted. Portico can be accessed at <http://www.ucl.ac.uk/portico>.

HEALTH AND SAFETY

The Institute has a Health and Safety policy and code of practice which provides guidance on laboratory work, etc. This is revised annually and the latest edition is available at the IoA website. All work undertaken in the Institute is governed by these guidelines and students have a duty to be aware of them and to adhere to them at all times. This is particularly important in the context of any laboratory/field/placement work which will be undertaken as part of this degree.

FEEDBACK

In trying to make this degree as effective as possible, we welcome feedback during the course of the year. Students will be asked to fill in progress forms at the end of each term, which the Programme Coordinator will discuss with them. These include space for comment on each of their modules.

If students are concerned about any aspect of a specific module, we hope they will feel able to talk to the relevant Module Coordinator, but if they feel this is not appropriate or have more general concerns, they should consult their Programme Coordinator and Personal Tutor, or the Graduate Tutor (Ulrike Sommer). They may also consult the Academic Administrator (Judy Medrington), the Chair of Teaching Committee (Louise Martin), or the Director (Sue Hamilton).

INFORMATION AND LITERATURE

Directories

Museums Association Yearbook (published annually)

See also ICOM's archived list of international directories at

http://archives.icom.museum/museum_directories.html

Journals

The most useful sources of current practice and theory are the journals. The UCL library subscribes to many journals online. You access them via the Library's list of electronic journals. The main international journals are:

Curator: The Museum Journal

International Journal of Heritage Studies

Journal of the History of Collections

Journal of Material Culture

Museum Anthropology

Museum History Journal

Museum International (formerly *Museum*, published by UNESCO)

Museum and Society (www.le.ac.uk/ms/museumsociety.html)

Museum Management and Curatorship (formerly *International Journal of Museum Management and Curatorship*)

Museum Worlds: Advances in Research

Science Museum Group Journal (<http://journal.sciencemuseum.ac.uk/>)

Visitor Studies Journal

Additionally, most countries have their own national journals such as *Museums Journal* and *Museum Practice* (UK), *Museum News* and *History News* (USA), *Muse* (Canada), and there are specialised journals devoted to such subjects as conservation (*Studies in Conservation*) and education (*Journal of Education in Museums*).

Books and readers

The most important books are listed in the individual module handbooks and reading lists. Most are kept in the UCL Institute of Archaeology library; some in the Science or Main libraries. The American Alliance of Museums online bookstore (<https://www.aam-us.org/programs/about-aam/bookstore/>) provides an excellent listing of publications in print, most of which are in the Institute's library. Leicester University's bookshop also produces an annual museum studies catalogue which offers an invaluable list of books in print.

There are an increasing number of 'readers' available, which include reprints of important articles and/or specially commissioned articles on particular museum topics. These are often well worth investing in. Some recent examples include:

Candlin, F. & Guins, R. (eds) 2009. *The Object Reader*. Abingdon: Routledge.

- Carbonell, B. (ed.) 2004. *Museum Studies: An Anthology of Contexts*. Oxford: Blackwell.
- Corsane, G. (ed.) 2005. *Heritage, Museums and Galleries: An Introductory Reader*. Abingdon: Routledge.
- Farago, C.J. & Preziosi, D. (eds) 2004. *Grasping the World: The Idea of the Museum*. Aldershot: Ashgate.
- Knell, S.J., MacLeod, S. and Watson, S. (eds) 2007, *Museum Revolutions: How Museums Change and are Changed*, London and New York: Routledge
- Macdonald, S. (ed.) 2006. *A Companion to Museum Studies*. Oxford: Blackwell.
- Marstine, J. (ed.) 2011. *The Routledge Companion to Museum Ethics: Redefining Ethics for the Twenty-First Century Museum*. London and New York: Routledge.
- Peers, L. & Brown, A.K. (eds), 2003, *Museums and Source Communities: A Routledge Reader*. London: Routledge.
- Watson, S. (ed.) 2007. *Museums and their Communities*. Abingdon: Routledge.

Websites and online resources

The programme Moodle site and individual module handbooks contain many links to helpful online resources. Some of the most useful are listed here.

- American Alliance of Museums (formerly American Association of Museums - www.aam-us.org/)
- American Association for State and Local History (AASLH) - <https://aaslh.org/>
- American Institute for Conservation - www.conservation-us.org
- Arts Council England (ACE) - <https://www.artscouncil.org.uk/>
- Asian National Museums Association (ANMA) - <http://anma2019.jmm.gov.my/>
- Asia Pacific Network of Science & Technology Centres (ASPAC) - <https://www.aspacnet.org/>
- Association of Academic Museums and Galleries (AAMG) - <https://www.aamg-us.org/>
- Association of African American Museums (AAAM) - <https://blackmuseums.org/>
- Association of Art Museum Curators - <https://www.artcurators.org/default.aspx>
- Association of Children's Museums (ACM) - <https://www.childrensmuseums.org/>
- Association of Science and Technology Centres (ASTC) - <https://www.astc.org/>
- Association of Zoos and Aquariums (AZA) - <https://www.aza.org/>
- Australian Museums and Galleries Association - <https://www.amaga.org.au/>
- Canadian Conservation Institute - www.cci-icc.gc.ca/
- Canadian Heritage Information Network - www.chin.gc.ca
- Center for Advancement of Informal Science Education - <https://www.informalscience.org/about-caise>
- Center for the Future of Museums - <http://ww2.aam-us.org/resources/center-for-the-future-of-museums>
- Collections Link - www.collectionslink.org.uk/
- Collections Trust - www.collectionstrust.org.uk/
- Commonwealth Association of Museums (CAM) - <https://thecommonwealth.org/organisation/commonwealth-association-museums>
- Conservation Register - www.conservationregister.com/index.asp
- Cornucopia (collections in English museums) - www.cornucopia.org.uk/
- Culture 24 - www.culture24.org.uk/home
- Ecsite, The European network of science centres and museums - <https://www.ecsite.eu/>

Engage - <https://engage.org/>

Federation of European Art Galleries Association (F.E.A.G.A.) -

<http://www.europeangalleries.org/>

Global Museum (webzine with an eclectic range of topics) - www.globalmuseum.org

Group for Education in Museums - www.gem.org.uk/

Institute for Conservation - www.icon.org.uk/

International Council of Museums (ICOM) - <http://icom.museum/>

Museum Ethnographers Group - www.museumethnographersgroup.org.uk/

Museums Association - www.museumsassociation.org/

Museums Association of the Caribbean - <https://caribbeanmuseums.com/>

Museums & climate change network - <https://mccnetwork.org/about-us>

MuseumNext - <https://www.museumnext.com/>

MuseWeb - <https://www.museweb.net/>

Network for European Museum Organisations (NEMO) - <https://www.ne-mo.org/about-us.html>

Natural Sciences Collections Association - <http://natsca.myspecies.info/>

Society for Museum Archaeology <http://socmusarch.org.uk/>

Smithsonian Institution - www.si.edu/

South Africa Museums Association - <https://www.samuseums.co.za/>

Visitor Studies Group - <http://visitors.org.uk/>

Visitor Studies Association - <http://www.visitorstudies.org/>

Museum online discussion lists, blogs and jobs pages

GEM [GEM@JISCMail.AC.UK]

Leicester Museum Jobs Desk - www.le.ac.uk/ms/jobs/job_titles_jobid.htm

Material World blog - www.materialworldblog.com/

Museum H-NET (vast membership, lots of job ads, European as well as American, conference announcements, some interesting enquiries, some book reviews, very good search facility - www.h-net.org/~museum/

MUSEUM L (general museum practice. Lots of job ads, mainly American, some interesting questions - http://archives.icom.museum/mus_dist_list.html

Visitor Studies Association - vsa@list.pitt.edu

Visitor Studies Group – VSG@JISCMail.AC.UK

APPENDIX 1: Module overview for part-time students

Module structure

Part-time students take the Museum Studies MA over two years. Whilst there is some flexibility regarding which module components can be taken when, the recommended module structure for part-time students is as follows:

	Term 1	Term 2	Term 3
Year 1	ARCL0092 'The Museum: Critical Perspectives' ARCL0118 Collections Management and Care	ARCL0118 'Collections Management and Care' Option module 1 (e.g. ARCLG0132 'Collections Curatorship')	Preliminary dissertation work
Year 2	ARCL0093 'Managing Museums' ARCL0130 'Museum Communication and Audience Engagement'	Option module 2 (e.g. ARCL0131 Exhibition Project)	Placement poster & presentation Dissertation

Attendance

Formal teaching and attendance is kept to Terms 1 and 2. Term 1 begins at the end of September; Term 2 normally ends in mid to late March. Term dates can be found on the UCL website (<https://www.ucl.ac.uk/students/life-ucl/term-dates-and-closures/term-dates-and-closures-2020-21>).

The Term 1 core modules are timetabled so as to minimise the number of days part-time students need to attend the Institute for classes. Term 2 modules are, however, taught on different days of the week and students should therefore consult the teaching timetable available at the IoA website.

In addition to formal teaching at the Institute, students should not underestimate the time required to undertake reading, coursework, dissertation research, and group activities that are not formally timetabled. Participation in group activities is integral to many elements of the programme. All part-time students employed in a museum are required to undertake an additional work placement and present a placement poster. Participation in museum visits can be spread over both years.

Dissertation

Part-time students are not required to submit their dissertations until the end of their studies (September of their second year). For many, the most intensive period of work on their dissertation projects is Term 3 and the summer of Year 2. However, it is recommended that part-time students begin background reading and preliminary work

on their dissertation in Year 1. Many part-time students integrate their dissertation research with their museum work.