

CONTENTS

SUPPORT FOR WRITING ACADEMIC ENGLISH	18
ORAL EXAMINATION	18
WORKLOAD	

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.

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

The word limit for the dissertation should be a maximum of 10,000 words in length and the

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,

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

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 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). Please note that **the Institute of Archaeology, uses the standard Harvard Cite-Them-Right referencing system.** For details regarding this system, please consult:

<https://library-guides.ucl.ac.uk/harvard>

<https://www.ucl.ac.uk/archaeology/current-students/ioa-study-skills-guide/referencing-effectively-and-ioa-guidelines>

Students are encouraged to us[(a)-11(n)-11(d)-11()-516(o)-11(t)28(h)-11(e)11(r)-7()-516(a)-11(sse)-11(s

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 scans 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 (**you should consult the following in the first instance:** <https://www.ucl.ac.uk/academic-manual/chapters/chapter-2-student-support-framework/section-2-short-term-illness-and-other-extenuating>) together with supporting documentation. 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

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:

Academic Writing Support: Julia Shaw [Julia.shaw@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](#)]

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. 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 (Gabe Moshenska). They may also consult the Academic Administrator (Judy Medrington), the Chair of Teaching Committee (Rachel King), or the Director (Kevin MacDonald).

INFORMATION AND LITERATURE

Directories

Museums Association Yearbook (published annually)

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 L 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, s library. also produces an annual museum studies catalogue which offers an invaluable list of books in print.

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

Natural Sciences Collections Association - <https://www.natsca.org/>

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

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	Museum: Critical	Option module 1 (e.g. ARCLG0132)	Preliminary dissertation work
Year 2	ARCL0118 Collections Management and Care		

Communication W*nBT