

**PROGRAMME SPECIFICATION**

<b>1</b>	<b>Awarding Institution</b>	Newcastle University
<b>2</b>	<b>Teaching Institution</b>	Newcastle University
<b>3</b>	<b>Final Award</b>	Postgraduate Diploma & MA
<b>4</b>	<b>Programme Title</b>	Heritage Education and Interpretation
<b>5</b>	<b>UCAS/Programme Code</b>	3372P/F & 4008P/F
<b>6</b>	<b>Programme Accreditation</b>	N/A
<b>7</b>	<b>QAA Subject Benchmark(s)</b>	N/A
<b>8</b>	<b>FHEQ Level</b>	Level 7
<b>9</b>	<b>Date written/revised</b>	May 2010
<b>10</b>	<b>Programme Aims</b>	<p>1 To provide students with a range of learning opportunities (in relation to analytical, key, research and subject-specific skills) within the heritage/museums/galleries sectors, with a specific emphasis on heritage education and interpretation</p> <p>2 To provide a curriculum that is responsive to the professional requirements and skills needs of the heritage/museums/galleries sectors nationally and internationally</p> <p>3 To enable students to develop their capacity to learn in preparation for, or as part, of continuing professional development (CPD) and lifelong learning</p> <p>4 To provide access to Higher Education and appropriate professional qualifications to students from diverse backgrounds including those with disabilities</p> <p>5 To provide students with the opportunity to gain the skills and knowledge required to work in the heritage/museums/galleries sectors on graduation</p> <p>6 To enable students to undertake discreet pieces of independent research at postgraduate level through various activities and assignments</p> <p>7 To enable students to undertake a sustained piece of independent and original research at postgraduate level through the production of a dissertation</p> <p>8 To ensure that the programme meets the requirements of a Level 7 qualification as defined by the Framework for Higher Education Qualifications</p> <p>9 To ensure that the programme conforms to University policies and to QAA codes of practice</p>
<b>11</b>	<b>Learning Outcomes</b>	The programme provides opportunities for students to develop and demonstrate knowledge and understanding, qualities, skills and other attributes in the following areas.
<b>Knowledge and Understanding</b>		
On completing the programme, students should:		
A1	Be aware of and understand current developments in heritage/museums/galleries sectors	
A2	Be aware of and understand the theoretical and practical constructs of heritage studies	

- A3 Have an understanding of the boundaries of heritage studies
- A4 Understand the relationship heritage studies has with other subjects, especially museum and gallery studies

**Teaching and Learning Methods**

The primary method of imparting knowledge and understanding (**A1-A4**) is lectures, supplemented by group seminars and self-directed learning.

All modules include one or more study visits that encourage students to relate theoretical knowledge to specific practical examples. Throughout the programme, students are encouraged to read widely and extensive bibliographies are supplied.

The work placement provides students with the opportunity to develop their knowledge and understanding of their chosen element of the heritage sector.

The dissertation provides students with the opportunity to develop a deeper knowledge and understanding of a particular aspect of the heritage/museums/galleries sectors and its relationship to theoretical aspects of the professions and disciplines.

**Assessment Strategy**

Knowledge and understanding are assessed through a wide range of professionally related assignments designed to reflect work that students will have to do in the workplace (e.g., research essays, oral presentations, writing reports, policy documents, management briefings, etc). Assignments are designed to provide students with the opportunity to relate theoretical and practical constructs to real life situations.

The work placement provides students with the opportunity to explain their understanding of a particular organization and to reflect on the deepening of their own knowledge and understanding of the sector.

The dissertation provides an extended opportunity for students to reveal their in-depth knowledge and understanding of one particular facet of the programme.

**Intellectual Skills**

- On completing the programme, students should be able to:
- B1 Demonstrate critical reasoning
  - B2 Synthesise information from a number of primary and secondary subject sources
  - B3 Apply standard concepts of heritage studies
  - B4 Analyse, evaluate, and interpret the principal source materials of heritage studies

**Teaching and Learning Methods**

Students are encouraged to develop and practice their intellectual skills through a wide range of types of written work (essays, reports, policy and strategy documents etc).

All modules include group work sessions where students develop their cognitive skills in relation to real and topical issues in the heritage/museums/galleries sectors. These sessions require students to search for (usually) book- or web-based information and for them to discuss such new information in the light of lectures and for them to come to a critical standpoint on any given topic.

Feedback on individual and group presentations allows staff to supplement and illustrate their teaching and provides students with further opportunities to learn.

**Assessment Strategy**

All written assignments require students to gather, evaluate, analyse, and interpret evidence set within the wider academic framework of the programme. (Thus, students are required to fully reference their work academically while understanding that, for example, a 'real' report may well not include such references.) Some assignments are split into a piece of professionally related work (e.g., writing a museum label or curating an exhibition) and a critically reflective commentary on the work that requires students to explain the reasoning behind their work and to link it to the theory relating to any given practice (e.g., Construction

of texts relating to reading age).

### **Practical Skills**

On completing the programme, students should be able to:

- C1 Demonstrate subject-specific skills through practical and professional experience
- C2 Evaluate, analyse, and interpret different sources of evidence relating to heritage/museums/galleries sectors studies
- C3 Apply knowledge to a practical situation (work-based placement)
- C4 Demonstrate the ability conduct a high level of independent and original research [specific to MA degrees]

### **Teaching and Learning Methods**

All modules include lectures from a number of professional colleagues involved on a day-to-day basis with the area about which they lecture. All contributors use a wide range of examples linking professional experience to the more theoretical knowledge and understanding delivered through **A1-A4**. Group work related to lectures provides students with the opportunity to develop and practice their subject specific and professional skills through, for example, role play and oral presentations. The 8-week work placement provides an intensive work-place based opportunity for all students to further develop and practice these skills.

Research training lectures, tutorials, guided reading, feedback on outline proposals, and continuous supervision provide the basis for students to complete their dissertations.

### **Assessment Strategy**

All assignments include an element of assessment related to the understanding of subject-specific/professional skills. Students are encouraged to reflect on their own (voluntary or otherwise) experience in the sector and on case studies provided by lecturers when answering assignments.

The work placement provides a major opportunity for students to acquire subject-specific/professional skills and is assessed through a specially designed workbook.

**C4** is specific to MA students, who must complete a dissertation.

### **Transferable/Key Skills**

On completing the programme, students should be able to:

- D1 Converse successfully in both written and oral forms of expression
- D2 Communicate effectively with others when working in a group
- D3 Manage time and prioritise tasks by working to strict deadlines
- D4 Use Information Technology e.g. Web and Internet, word processing and spreadsheets

### **Teaching and Learning Methods**

D1 is achieved in a variety of ways of writing required for their professional careers (e.g., news releases, management briefings, policy documents, general reports); these are then subsequently practiced throughout the rest of the module/programme. Also, students practice and develop this skill by presenting their findings from group work orally to the whole cohort either as groups or individually in each module (D1). D2 is practiced through the rest of the programme through group work. Students practice and develop D3 skills through keeping to programme deadlines and by planning and organizing their written work. D4 is practiced and developed throughout the programme through submission of coursework and then the dissertation.

### **Assessment Strategy**

D1 is assessed in almost all assignments, which cover a wide range of types of writing required in the profession – for example, news releases, reports, and policy documents. D1

also is assessed formatively throughout the programme during individual and group feedback sessions. All students deliver a summatively assessed presentation related to D1 in the ICS8003 (Communication and Interpretation) compulsory module. D2-D4 is assessed formatively though group work throughout the programme; at present, no summative assessment exists for D2.

## 12 Programme Curriculum, Structure and Features

### Basic structure of the programme

Students will take the following compulsory modules

Title	Code	Year	Semester	Credit
Issues and Ideas	ICS8001	1	1	20
Management	ICS8002	1	1	20
Communication & Interpretation	ICS8003	1	1	20
Museum, Gallery & Heritage Placement	ICS8015	1	1&2	20
Heritage Education and Interpretation 1	ICS8035	1	2	20
Heritage Education and Interpretation 1	ICS8036	1	2	20
Dissertation (MA students only)	ICS8099	1	2&3	60

Postgraduate Diploma students must complete six 20-credit modules for 120 total credits, while MA students must complete an additional 60-credit module for 180 total credits.

All students receive a module handbook before the start of each module, which contain full details of lectures, lecturers, practical work, visits, and assessed work, including assignment information. These handbooks also contain a list of aims and learning outcomes for the module, and a bibliography. Extra support material is provided through the computer-based 'managed learning environment' Blackboard.

In Semester 1, students take three, 20 credit, compulsory module; these compulsory modules draw on theoretical and practical examples from across the whole of the heritage/museums/galleries sectors and ensure that all students are provided with a broad understanding of the sector. Examples are drawn from local, national, and international case studies and discussion is frequently enhanced by the previous experience of students.

**Placement** – see description below.

**The Dissertation** Students complete their dissertation after the taught and work placement modules have been completed. Dissertations are presented in the form of a 12,000-15,000 - word piece of work, including footnotes and appendices but excluding bibliography. Dissertations frequently require close liaison with a heritage organisation/site, art museum/gallery, or museum and should address a genuine need or problem. Students are encouraged to think about potential topics as early as possible and discuss topics in detail with staff at the beginning of Semester 2.

Once a topic has been agreed students produce a research proposal of no more than 300 words. This short paper details their aims and objectives and the methods that they will employ to achieve them. Once agreed, a second, more detailed proposal that explains their aims and research methodologies, is required.

The Masters Degree dissertation must be an original piece of work and not simply a synthesis of existing knowledge. It requires the gathering and analysis of new data, the development of original arguments and the presentation of conclusions and recommendations. To be successful the dissertation requires careful planning and preparation

### Key features of the programme (including what makes the programme distinctive)

**Study Visits** These provide students with an insight into the workings of many different types of heritage sites, galleries, and museums and different management structures. They provide students with the opportunity to be right up-to-date with developments that are taking place in the heritage/museums/galleries sectors. The visits are viewed as one of the most important parts of the programme. Students are encouraged to make use of the visit checklist (provided separately) and to make notes. All visits are followed-up with a de-briefing session. Visits relate to the learning outcomes of a particular module while also supporting the overall aims of the their programme. Students are also encouraged to visit as many other heritage sites, museums, and galleries, as possible so that they can begin to relate information and ideas presented in lectures and seminars to the real world.

**The Work Placement** In order to make sure students make the most of their work placement all placements are arranged through the ICCHS placement co-ordinator. Students discuss the type of placement most suited to them with the co-ordinator before the end of Semester 1 in order to make sure that they can be matched with an appropriate organisation. Work placements usually commence in late April and last for eight weeks. Some students link their work placement with a dissertation topic. Most students chose to follow their work placements in their home country, but some have a particular preference to work elsewhere and ICCHS staff then use their considerable overseas contacts to facilitate such work placements.

The work placement is assessed by completion of a work placement booklet. This serves three main functions. First, it helps students to make the most of their work placement by identifying issues and possible shortcomings as they arise. Second, it can be used to explain to potential employers what they did during, and what they got out of, their work placement. Third, it is important to have a record of the tasks that students carried out and what they achieved in order to take advantage of the National Vocational Qualifications structure.

### Programme regulations (link to on-line version)

<http://www.ncl.ac.uk/regulations/programme/>

### 13 Criteria for admission

#### **Entry Qualifications**

Applicants are normally graduates with an upper-second-class honours degree (or international equivalent) from a recognised university or college. Those able to demonstrate considerable work experience in the heritage/museums/galleries sectors are equally encouraged to apply.

#### **Admissions Policy/Selection Tools**

We actively encourage applications from overseas and from those employed in the sector who require CPD support. All overseas students have to satisfy the University's language requirements.

All borderline or unusual applicants are contacted by letter, email, or phone and further information solicited. Where appropriate and possible borderline applicants are invited for interview. All applicants are offered the chance to meet with staff. All applicants are encouraged to obtain as much experience in the sector as possible prior to their arrival. On occasion applicants are encouraged to defer for a year to gain such experience. Open Days have been introduced to provide applicants with the chance to see ICCHS facilities and staff, and for ICCHS staff to meet prospective students.

#### **Non-standard Entry Requirements**

Following university policy on this, ICCHS would welcome applications from people who may not have an undergraduate degree, but who can demonstrate considerable work experience in the heritage/museums/galleries sectors. Where this occurs, concessions for the recognition of prior experience are sought through the Dean of Post-Graduate Studies.

#### **Additional Requirements**

Most students attending have acquired some preliminary experience of work in heritage/museums/galleries sectors, usually as volunteers, and this is recommended, though not a

prerequisite for acceptance onto our courses.

### ***Level of English Language Capability***

Applicants whose first language is not English require IELTS 6.5 with 6.0 in writing, TOEFL 90 (Internet-based) or 577 (paper-based), or equivalent.

## **14 Support for Student Learning**

The Student Services portal provides links to key services and other information and is available at: <http://www.ncl.ac.uk/students/>

### ***Welcome Week***

During the first week of the first semester, students attend an induction programme. New students will be given a general introduction to University life and the University's principle support services and general information about the School and their programme, as described in the Degree Programme Handbook. New and continuing students will be given detailed programme information and the timetable of lectures/practicals/labs/ tutorials/etc. The International Office offers an additional induction programme for overseas students.

### ***Study Skills Support***

Students will learn a range of Personal Transferable Skills, including Study Skills, as outlined in the Programme Specification. Some of this material, e.g. time management is covered in the appropriate Induction Programme. Students are explicitly tutored on their approach to both group and individual projects.

Numeracy support is available through Maths Aid and help with academic writing is available from the Writing Centre (further information is available from the Robinson Library).

### ***Academic Support***

The initial point of contact for a student is with a lecturer or module leader, or their tutor (see below) for more generic issues. Thereafter the Degree Programme Director or Head of School may be consulted. Issues relating to the programme may be raised at the Staff-Student Committee, and/or at the Board of Studies.

### ***Pastoral Support***

All students are assigned a personal tutor whose responsibility is to monitor the academic performance and overall well-being of their tutees. In addition, the University offers a range of support services, including one-to-one counselling and guidance or group sessions / workshops on a range of topics, such as emotional issues e.g., stress and anxiety, student finance and budgeting, disability matters etc. There is specialist support available for students with dyslexia and mental health issues. Furthermore, the Union Society operates a Student Advice Centre, which can provide advocacy and support to students on a range of topics including housing, debt, legal issues etc.

### ***Support for Students with Disabilities***

The University's Disability Support Service provides help and advice for disabled students at the University - and those thinking of coming to Newcastle. It provides individuals with: advice about the University's facilities, services and the accessibility of campus; details about the technical support available; guidance in study skills and advice on financial support arrangements; a resources room with equipment and software to assist students in their studies.

### ***Learning Resources***

The University's main learning resources are provided by the Robinson and Walton Libraries (for books, journals, online resources), and Information Systems and Services, which supports campus-wide computing facilities.

All new students whose first language is not English are required to take an English Language Proficiency Test. This is administered by INTO Newcastle University Centre on behalf of Newcastle University. Where appropriate, in-session language training can be provided. The INTO Newcastle University Centre houses a range of resources which may be particularly appropriate for those interested in an Erasmus exchange.

## 15 Methods for evaluating and improving the quality and standards of teaching and learning

### **Module Reviews**

All modules are subject to review by questionnaires, which are considered by the Board of Studies. Changes to, or the introduction of new, modules are considered at the Board of Studies and/or the School Teaching and Learning Committee. Student opinion is sought at the Staff-Student Committee and/or the Board of Studies. New modules and major changes to existing modules are subject to approval by the Faculty Teaching and Learning Committee.

### **Programme Reviews**

The Board of Studies conducts an Annual Monitoring and Review of the degree programme and reports to Faculty Teaching and Learning Committee. The FTLC takes an overview of all programmes within the Faculty and reports any Faculty or institutional issues to the University Teaching and Learning Committee.

### **External Examiner Reports**

External Examiner reports are considered by the Board of Studies. The Board responds to these reports through Faculty Teaching and Learning Committee. External Examiner reports are shared with institutional student representatives, through the Staff-Student Committee.

### **Student Evaluations**

All modules, and the degree programme, are subject to review by student questionnaires. Informal student evaluation is also obtained at the Staff-Student Committee, and the Board of Studies. The results from student surveys are considered as part of the Annual Monitoring and Review of the programme and any arising actions are captured at programme and School / institutional level and reported to the appropriate body.

### **Mechanisms for Gaining Student feedback**

Feedback is channelled via the Staff-Student Committee and the Board of Studies.

### **Faculty and University Review Mechanisms**

The programme is subject to the University's Internal Subject Review process. Every five years degree programmes in each subject area are subject to periodic review. This involves both the detailed consideration of a range of documentation, and a two-day review visit by a review team, which includes an external subject specialist in addition to University and Faculty representatives. Following the review a report is produced, which forms the basis for a decision by University Teaching and Learning Committee on whether the programmes reviewed should be re-approved for a further five-year period.

## 16 Regulation of assessment

### **Pass Mark**

The pass mark is 50%

### **Course Requirements**

Progression is subject to the University's Masters Degree Progress Regulations, Taught and Research and Examination Conventions for Taught Masters Degrees. Limited compensation up to 40 credits of the taught element and down to a mark of 40% is possible and there are reassessment opportunities, with certain restrictions.

The University employs a common marking scheme, which is specified in the Taught Postgraduate Examination Conventions, namely:

#### **Summary description applicable to postgraduate Masters programmes**

<50	Fail
50-59	Pass
60-69	Pass with Merit
70 or above	Pass with Distinction

#### **Summary description applicable to postgraduate Certificate and Diploma programmes**

<50	Fail
50 or above	Pass

**Role of the External Examiner**

An External Examiner, a distinguished member of the subject community, is appointed by Faculty Teaching and Learning Committee, following recommendation from the Board of Studies. The External Examiner is expected to:

- i. See and approve assessment papers
- ii. Moderate examination and coursework marking
- iii. Attend the Board of Examiners
- iv. Report to the University on the standards of the programme

**In addition, information related to the programme is provided in:**

The University Prospectus: <http://www.ncl.ac.uk/postgraduate/>

The School Brochure (contact [enquiries@ncl.ac.uk](mailto:enquiries@ncl.ac.uk))

Degree Programme and University Regulations: <http://www.ncl.ac.uk/regulations/docs/>

The Degree Programme Handbook

**Please note.** This specification provides a concise summary of the main features of the programme and of the learning outcomes that a typical student might reasonably be expected to achieve if she/he takes full advantage of the learning opportunities provided. The accuracy of the information contained is reviewed by the University and may be checked by the Quality Assurance Agency for Higher Education.



## Mapping of Intended Learning Outcomes onto Modules

		Intended Learning Outcomes			
Module	Type	A	B	C	D
ICS8001	Compulsory	1-4	1-4	1-2	1-4
ICS8002	Compulsory	1-4	1-4	1-2	1-4
ICS8003	Compulsory	1-4	1-4	1-2	1-4
ICS8035	Compulsory	1-4	1-4	1-2	1-4
ICS8036	Compulsory	1-4	1-4	1-2	1-4
ICS8015	Compulsory	1-4	1-4	1-3	1-4
ICS8099	Compulsory for MA	1-4	1-4	1-4	1-4