

## MA and Postgraduate Diploma Programmes Part-time Options

As a part-time student you will take the programme over two years. In exceptional cases, it is possible to take it over three years with agreement of your personal tutor and the Degree Programme Director.

In your first year you must take **at least 60 credits**. If you wish, you can take more than 60 credits. However, you cannot officially start the research part of the programme (i.e. the Dissertation) until you have passed all the taught parts of the programme (i.e. everything else).

You must take both Issues & Ideas and Welcome Week in your first year. After this, the combination of modules you take is dependent on your situation and the agreement of your personal tutor. Ideally, you should try and take at least two modules within semester one and it is better to leave the specialist elective modules to year two.

### Timetable

During the **2008/09 academic year** the timetable will mainly follow the structure of having alternating 'Contact' weeks and 'Self Directed Learning' weeks in the Autumn and Spring Terms. One period when there will be a break from this pattern is weeks 6 -9 in the Spring Term, where students may need to attend sessions across the whole four-week period. In additions, students may have to attend some sessions in the Autumn Term during the Self Directed Learning weeks, where these prepare students for Spring Term programme specific modules and special options.

SDL = Self Directed Learning (however for some students this may be the time that they can dedicate to other work commitments)

CM = Collections Management

AC1 = Art Curatorship 1

AMGE1 = Art Museum and Gallery Education 1

HEI = Media and Tourism

HM = Heritage Management 1

MSso + Museum Studies Special Options

AC2 = Art Curatorship 2

AMGE2 = Art Museum and Gallery Education 2

ED = Heritage/Museum Education

HM2 = Heritage Management 2

### Autumn Term: September – December 2008

Week		Mon	Tue	Wed	Thur	Fri
1	Induction	5-6 hrs	5-6 hrs	5-6 hrs	5-6 hrs	
2	Issues and Ideas	5-6 hrs	5-6 hrs	5-6 hrs	5-6 hrs	5-6 hrs
3	SDL					
4	Issues and Ideas	5-6 hrs	5-6 hrs	5-6 hrs	5-6 hrs	5-6 hrs
5	SDL					
6	Management	5-6 hrs	5-6 hrs	5-6 hrs	5-6 hrs	5-6 hrs
7	SDL					
8	Management	5-6 hrs	5-6 hrs	5-6 hrs	5-6 hrs	5-6 hrs
9	SDL					
10	Communication & Interpretation	5-6 hrs	5-6 hrs	5-6 hrs	5-6 hrs	5-6 hrs
11	SDL					
12	Communication & Interpretation	5-6 hrs	5-6 hrs	5-6 hrs	5-6 hrs	5-6 hrs

**Spring Term: January – March 2009**

Week		Mon	Tue	Wed	Thur	Fri
1	C&I Assessment					
2	CM / AC1 / AMGE 1 / HEI / HM1	5-6 hrs	5-6 hrs	5-6 hrs	5-6 hrs	5-6 hrs
3	SDL					
4	CM / AC1 / AMGE 1 / HEI / HM1	5-6 hrs	5-6 hrs	5-6 hrs	5-6 hrs	5-6 hrs
5	SDL					
6 - 9	MSso / AC2 / AMGE2 / ED / HM2	Some of these modules continue with the structure of alternating contact weeks and SDL weeks, which are dedicated to group project-work for the module. Others have lectures across all four weeks, with SDL time for group project-work also given across all four weeks (sometimes this is split with contact sessions in the morning and project work in the afternoon).				
10	Research & Professional Development week	5-6 hrs	5-6 hrs	5-6 hrs	5-6 hrs	5-6 hrs

During the **2009/10 academic year** the timetable will mainly follow the structure of having 'Contact sessions' on the Monday, Tuesday and Wednesday of each week in both the Autumn and Spring Terms. Thursdays and Fridays will be for 'Self Directed Learning'.

**Autumn Term: September – December 2009**

Week		Mon	Tue	Wed *	Thur	Fri
1	Induction	5-6 hrs	5-6 hrs	5-6 hrs	SDL	SDL
2	Issues and Ideas	5-6 hrs	5-6 hrs	5-6 hrs	SDL	SDL
3	Issues and Ideas	5-6 hrs	5-6 hrs	5-6 hrs	SDL	SDL
4	Issues and Ideas	5-6 hrs	5-6 hrs	5-6 hrs	SDL	SDL
5	Reading Week				SDL	SDL
6	Management	5-6 hrs	5-6 hrs	5-6 hrs	SDL	SDL
7	Management	5-6 hrs	5-6 hrs	5-6 hrs	SDL	SDL
8	Management	5-6 hrs	5-6 hrs	5-6 hrs	SDL	SDL
9	Briefings for Spring Term	5-6 hrs	5-6 hrs		SDL	SDL
10	Communication & Interpretation	5-6 hrs	5-6 hrs	5-6 hrs	SDL	SDL
11	Communication & Interpretation	5-6 hrs	5-6 hrs	5-6 hrs	SDL	SDL
12	Communication & Interpretation	5-6 hrs	5-6 hrs	5-6 hrs	SDL	SDL

\* Wednesdays up to 5-6 hrs but hopefully morning only

**Spring Term: January - March 2010**

Week		Mon	Tue	Wed	Thur	Fri
1	C&I Assessment					
2	CM / AC1 / AMGE1 / HEI / HM1	5-6 hrs	5-6 hrs	3hrs option project work (am)		
3	CM / AC2 / AMGE2 / HEI / HM1	5-6 hrs	5-6 hrs	Study visit		
4	CM / AC1 / AMGE1 / HEI / HM1	5-6 hrs	5-6 hrs	3hrs option project work (am)		
5	CM / AC2 / AMGE2 / HEI / HM1	5-6 hrs	5-6 hrs	3hrs option project work (am)		
6	MSso / AC1 / AMGE1 / HM2 / HEI2	5-6 hrs	5-6 hrs	3hrs option project work (am)		
7	MSso / AC2 / AMGE2 / HM2 / HEI2	5-6 hrs	5-6 hrs	Study visit		
8	MSso / AC1 / AMGE1 / HM2 / HEI2	5-6 hrs	5-6 hrs	3hrs option project work (am)		
9	MSso / AC2 / AMGE2 / HM2 / HEI2	5-6 hrs	5-6 hrs	3hrs option project work (am)		
10	Research & Professional Development week	5-6 hrs	5-6 hrs			

## Placement

You can do the Work Placement full-time or you have the possibility of carrying it out:

1. in two separate months over two years – one month to be done in year 1 and one in year 2
2. as 40 cumulative days – to be spread out over as long as you want e.g. two days per week
3. at your place of work

In many ways, it is good to do as much of the placement in the first year as possible to give you more time in year two to focus on your Dissertation.

If you choose any of these options you will need to talk to the placement manager about how you will split the assessment attached to the placement. If you undertake the placement module in year 1 we recommend that you also take the Management module as your second module, as this is very helpful for the placement assignments. If you choose option 3 you will need to plan what you will do to make it different to your everyday work. The placement manager will be happy to advise you on these matters.

## Assignment deadlines and course announcements

As you will not be in full-time attendance in the Centre it is essential that you keep a note of all deadlines and you must regularly check your University e-mail and blackboard.

All deadlines are provided in advance in the Degree Programme Handbook and in module booklets - available when you arrive. We will do our best to ensure you are always kept informed but in return you must be proactive and ask about any dates and information that you need. If your address or phone number changes make sure you keep our secretary, Lucy Thompson, informed. We suggest you make a note in your diary of the timetable and all the deadlines during Welcome Week to ensure you do not miss anything.

## Welcome Week and Research & Development Week

Welcome week (September) and Research & Development Week (March) happen each year and, while not assessed, are absolutely crucial in terms of providing you with the same level of information, guidance and support that all the other full-time students receive. We do not expect you to attend all of them each year but you must find out about the various topics covered and identify which of the sessions relates to the modules or assignments you are currently taking. It is your responsibility to obtain these timetables from blackboard in advance and to adhere to any deadlines given. If you miss any of the relevant sessions in these weeks you should first check blackboard for any information which has been posted and then contact the module leader to see if there is anything else to do. You should diary these weeks in your calendar at enrolment to be sure not to miss anything.

## ICS8003 assessment week and Dissertation Feedback Week

Assessment week (January) is marked as a full week on the ICCHS timetable because staff are involved in listening to student presentations all week. However, you only need to be available for your particular presentation. The timing of this will be arranged through Lucy Thompson nearer the date and you should indicate as early as possible if you have certain preferences or commitments. Dissertation Feedback Week is very similar; you must attend at least one meeting with your supervisor to discuss your dissertation ideas but this should only take between 30 minutes to 1 hour.

## Deadlines

In recognition of your extra work commitments, we will give you longer deadlines for all coursework except the Dissertation. This is because of examination regulations which would mean you would have to graduate a year later. Please make a note of all deadlines throughout the year and if you think your work might be late for any reason please get in touch immediately with your tutor *and* the module leader. Where deadlines overlap, you will need to manage your workload carefully. Talk to your tutor if you have any problems. Watch out in particular for Dissertation related deadlines – e.g. initial outline proposal detailed in the dissertation module handbook and advertised on blackboard.

### **Return of assessed work**

Marked work can be sent out to you but only if you request it and provide a current address. You will need to arrange this with Lucy Thompson. Otherwise you should collect it from the main office.

### **E-mail and Blackboard**

Please ensure you check your University email on a regular basis and make sure you are signed up to blackboard. Blackboard – the University's Virtual Learning Environment - is used to post announcements to students and to provide electronic copies of lecture notes, further reading and details of useful sites. It will help you considerably in your study and we consider it essential that you use it. You will also be able to access module handbooks and other information. You can get all information at the same time as it becomes available to full-time students.

### **Enrolment and induction in year two**

Enrolment starts during the last week of September each year and you are invited to attend the ICCHS welcome meeting for all new students on this same day. This is to give you a chance to meet your new fellow students for the year and to advise you of any new developments in the Centre. You will also need to meet your tutor to review your progress in year one and to do the paperwork for the modules you will take for year two.

### **Any questions**

We hope this information answers many of your queries about part-time study at the International Centre for Cultural and Heritage Studies. However, if you do have any other points you would like to discuss please contact our secretary, Lucy Thompson ((0)191 222 7419 and [lucy.thompson@ncl.ac.uk](mailto:lucy.thompson@ncl.ac.uk)), who will be glad to advise you or e-mail us at [icchs@ncl.ac.uk](mailto:icchs@ncl.ac.uk).