

**PROGRAMME APPROVAL FORM
SECTION 1 – THE PROGRAMME SPECIFICATION**

1. Programme title and designation		MA in Digital Curation		
2. Final award				
Award	Title	Credit value	ECTS equivalent	Any special criteria
MA	Masters in Digital Curation	240	120	n/a
3. Nested award				
Award	Title	Credit value	ECTS equivalent	Any special criteria
n/a	n/a	n/a	n/a	n/a
4. Exit award				
Award	Title	Credit value	ECTS equivalent	Any special criteria
Postgraduate Certificate	Digital Curation	60	30	A classified PG Certificate may be offered in cases where a total of 60 credits of any combination of modules have been achieved.
Postgraduate Diploma	Digital Curation	120	60	A classified PG Diploma may be offered in cases where a total of 120 credits of any combination of modules have been achieved.
5. Level in the qualifications framework				
6. Attendance				
		Full-time	Part-time	Distance learning
Mode of attendance		X		
Minimum length of programme		2		
Maximum length of programme		3		
7. Awarding institution/body		King's College London Humboldt-Universität zu Berlin		
8. Teaching institution		King's College London Humboldt-Universität zu Berlin		
9. Proposing department		Department of Digital Humanities (DDH)		
10. Programme organiser and contact Details		Programme Director Mark Hedges (ext 1970) mark.hedges@kcl.ac.uk Programme Co-Director		

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	Tobias Blanke (ext 1975) tobias.blanke@kcl.ac.uk
11. UCAS code (if appropriate)	N/A
12. Relevant QAA subject benchmark/ Professional, statutory and regulatory body guidelines	No benchmark
13. Date of production of specification	December 2010
14. Date of programme review	2016/17

15. Educational aims of the programme

i.e what is the purpose of the programme and general statements about the learning that takes place over the duration of the programme

The aim of this programme is to provide participants with an advanced level of theoretical, critical and practical training which will equip them to create, curate, and manage the digital information and assets of organisations and institutions across the public and private sectors. The programme will develop participants' core understanding and competencies in the requirements, processes and implications involved in the creation, documentation, management, delivery and long-term preservation of digital content, including national and international best practice, and the role and use of standards, both metadata and technical.

The programme will develop and enhance the professional skills of librarians, archivists, curators and other information digital asset managers to deal with the challenges and requirements of digital information and knowledge management.

16. Educational objectives of the programme/programme outcomes (as relevant to the SEEC Credit Level Descriptors)

The programme will equip participants at an advanced level with the understanding, skills and expertise necessary to work as data curators, data scientists, data archivists and data librarians, set in the context of best practice in the management of information and knowledge.

Knowledge and understanding

The programme provides a **knowledge and understanding** of the following:

- the theory and practice of managing digital information and knowledge
- decision workflows and processes involved in creating digital resources;
- provenance, integrity and trust;
- metadata requirements;
- established and emerging technical standards, including data formats, metadata, media, including their selection and use;
- technical, curatorial and organisational issues;
- planning and managing large digitisation projects;
- issues, frameworks and platforms in managing digital asset repositories;
- key issues in planning and managing the long-term preservation of digital assets;

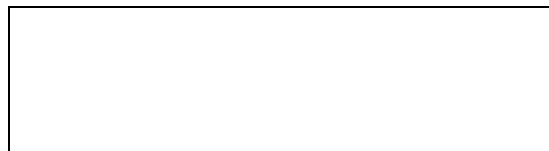
These are achieved through the following **teaching/learning methods and strategies**:

- Lectures
- Presentations
- Seminars
- Group work
- Independent study
- Supervised projects
- Case Studies

Assessment:

Essays, Projects, Presentations
Final Dissertations

- appropriate personal and professional conduct in the context of the discipline.



Skills and other attributes

Intellectual skills:

1. Critical awareness: can undertake analysis of complex, incomplete or contradictory areas of knowledge communicating the outcome effectively;
2. Critical awareness: can synthesise information in a manner that may be innovative, utilising knowledge or processes from the forefront of the discipline/practice;
3. A level of conceptual understanding that will allow her/him critically to evaluate research, advanced scholarship and methodologies and argue alternative approaches;
4. Initiative and originality in problem solving. Can act autonomously in planning and implementing tasks at a professional or equivalent level, making decisions in complex and unpredictable situations.

These are achieved through the following **teaching/learning methods and strategies**:

- Lectures
- Presentations
- Seminars
- Group work
- Independent study
- Supervised projects
- Case Studies

Assessment:

- Essays;
- Dissertation;
- Projects or models constructed for practical exercises.

Practical skills:

1. Can operate in complex and unpredictable and/or specialised contexts, and has an overview of the issues governing good practice;
2. Is able to exercise initiative and personal responsibility in professional practice.

These are achieved through the following **teaching/learning methods and strategies**:

- Lectures
- Presentations
- Seminars
- Group work
- Independent study
- Supervised projects
- Simulation and laboratory projects
- Case studies

Assessment:

- Essays;
- Dissertation;
- Projects or models constructed for practical exercises.

Generic/transferable skills:

1. Can work effectively with a group as leader or member. Can clarify tasks and make appropriate use of capacities of group members. Is able to negotiate and handle conflict with confidence;
2. Is able to use full range of learning resources;
3. Is reflective on own and others' functioning in order to improve practice;
4. Can competently undertake research tasks with minimum guidance;
5. Is an independent and self-critical learner, guiding the learning of others and managing own requirements for continuing professional development;
6. Can engage confidently in academic and professional communication with others, reporting on action clearly, autonomously and competently;
7. Has independent learning ability required for continuing professional study, making professional use of others where appropriate.



These are achieved through the following **teaching/learning methods and strategies:**

Assessment:

- Lectures
- Presentations
- Seminars
- Group work
- Independent study
- Supervised projects
- Simulation and laboratory projects
- Case studies

Assessment:

- Essays;
- Dissertation;
- Projects or models constructed for practical exercises.

17. Statement of how the programme has been informed by the relevant subject benchmark statement(s)/professional, statutory and regulatory body guidelines

This is one of the first programmes of its kind in the world, and there are no immediately relevant guidelines and benchmarks. It is particularly special as it is run jointly by KCL and Humboldt-Universität zu Berlin. The staff from Humboldt and King's who will be running the programme and doing most of the teaching are among the leading experts in the world in most aspects of the subject matter covered in the programme. In addition, a number of specialists from outside the College will be invited to give lectures and seminars.

A consultative group is in the process of being established, drawing on specialists from libraries, archives, museums and galleries, with representatives from the relevant professional bodies, with a view to ensuring professional recognition of the programme at an early stage.

18. In cases of joint honours programmes please provide a rationale for the particular subject combination, either educational or academic

N/A

Which is the lead department and/or School?

19. Programme structure See Programme Handbook for modules to be taken.
If a Masters programme, are level 6 credit levels permitted within the programme? Yes, maximum number: 40 credits
Maximum number of credits permitted with a condoned fail (core modules excluded) 30 credits
Are students permitted to take any additional credits, as per regulation A4; 5.8? By approval of the Programme Coordinator, optional modules can be taken from a range of existing modules run by DDH and in other departments in the School of Humanities or in the College.
Are students permitted to take a substitute module, as per regulation A3, 20.7? No
Are there any exceptions to the regulations regarding credits, progression or award requirements? (where relevant the information should also differentiate the particular requirements of pathways within a programme or nested/exit awards)
Other relevant information to explain the programme structure <i>Please note that <u>new</u> students enrolling on the information provided on this section of the PAF will have these regulations stipulated throughout their programme of study. The only exception to this will be if there are changes made by Professional, Regulatory or Statutory Bodies that are noted to this programme.</i>

20. Marking criteria

The assessment criteria follow the College's general criteria for the assessment of M-Level programmes. In particular, the assessment criteria follow the DDH-specific criteria, which are modelled on the College's criteria for the assessment of MA programmes. They can be found at <http://www.kcl.ac.uk/artshums/depts/ddh/study/handbook/index.aspx>.

21. Will this Programme report to an existing Board, and if so which one? If a new Programme Board of Examiners is to be set up please note name of Board here

Yes, the DDH board

22. Please confirm that the process for nominating External Examiners has commenced, and if known, note whom the nominated External Examiner(s) may be

It has. We are in discussion with the current external examiner for the MA in Digital Asset and Media Management.

23. Particular features of the programme which help to reduce the barriers experienced by disabled students and ensure that the programme is accessible to all students who meet the entry requirements

Programme Handbook

This will clearly communicate the key skills that will be required during the programme, the content of each module, the intended teaching methods to be used and the module's status (core/compulsory/optional).

Publicity and programme handbook

These clearly communicate the key skills that will be required during the programme, the content of each module, the intended teaching methods to be used and the module's status (core/compulsory/optional).

Teaching methods

A wide range of teaching methods are utilised (as demonstrated by box 17), including: handouts in alternative formats, electronic resources placed on the website, lecture notes in advance in electronic formats and transcriptions available for outside speakers and films.

Assessment

Advice has been taken from the Equality and Diversity Department to ensure assessment methods do not unfairly discriminate against students with disabilities. The College's Special Examination Arrangements Committee (SEAC) considers requests for adjustments to assessment to take account of learning and/or physical disabilities. Module outlines specify the assessment methods that will be used and explain that SEAC will need to be notified about requests for alternative assessment methods. The form that the alternative assessment will take has been specified for each module in advance.

Feedback

Feedback on the programme is regularly collected from students, including information from students with disabilities about their learning experience. The information collected is used

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towards the on-going development and improvement of the programme. In particular, it has prompted closer working with ISS to ensure that subject resources are offered in a range of alternative formats wherever possible.

PROGRAMME APPROVAL FORM
SECTION 3 – SUPPLEMENTARY INFORMATION

Not all of the information in this section will be relevant for all programmes and for some programmes this section will not be relevant at all

1. Programme name

Masters in Digital Curation

2. Is this programme involved in collaborative activity?

Yes

No

If yes what type of Collaborative Provision is it (*tick appropriate box*)?

Does the programme have an access/feeder Programme for entry into it?

Does the programme have an articulation/ progression agreement for entry into it?

Dual Award

Franchised Provision

Joint Award

Partnership Programme

Recognition of Study or Award of Credit through off-campus study or placement

Staff and student exchange

Validated provision

Have the relevant stages and appropriate paperwork been approved and the paperwork forwarded onto ASQ Office?

Yes

No

Not applicable

3. If the programme is a joint award with an institution outwith the University of London, validated provision or franchised provision, has the necessary approval been sought from College Education Committee?

Yes

No

Not applicable

Please attach a copy of Part 1 of the Partner Profile and checklist submitted to the College Education Committee

4. Partnership programme - in cases where parts or all of the programme are delivered away from one of the College campuses by a body or bodies external to the College please provide the following details

Name and address of the off-campus location and external body

Prof. Michael Seadle
Humboldt-Universität zu Berlin Philosophische Fakultät I - Institut für Bibliotheks- und Informationswissenschaft
Dorotheenstraße 26/ Unter den Linden 6
10099 Berlin

Students may choose an optional work placement module, for which a broad range of sectors can be considered; target host organisations include public, private and not for profit organisations including those such as the BBC and other media organisations, British Library, British Museum, Museum of London, National Maritime Museum, Tate, National Gallery, V&A, and the Science Museum.

Percentage/amount of the programme delivered off-campus or by external body

50 to 59% (20 credit modules).

Nature of the involvement of external body

Teaching; examination; participation in admissions process; participation in administration of programme. This is a joint degree.

Work placement module

Access to relevant subject expertise and hands-on experience.

Description of the learning resources available at the off-campus location

Expert staff; library and electronic resources; classroom space etc

Work placement module

The Host Organisation will provide a platform for work-based and 'vicarious' learning to take place in an area relevant to the MA programme and the student's interests. They will also be expected to provide supervision and training mostly 'on the job'.

What mechanisms will be put in place to ensure the ongoing monitoring of the delivery of the programme, to include monitoring of learning resources off-site or by the external body?

Dedicated programme Directors and co-Directors in each institution

- The proposed programme follows closely the general partner agreement between Humboldt-Universität zu Berlin and King's College London
- Monitoring of programme by Staff-Student Liaison Committee (SSLC), Department Teaching Committee (DTC) and MA Committee.
- Annual programme meeting
- Regular visits to partner institution (at least once every two years)
- Partner's programme / module documentation to be made available for inspection on request (for purposes of programme review, for example)
- Student feedback: all students will be asked to return feedback on their time in Berlin. Written feedback will be returned via forms in the usual manner, but both formal and informal feedback will be sought by the DTC, MA Committee and SSLC.

Work placement module

Students will be asked to complete a self-assessment form at the end of the placement and comment on their perception of their own performance, the value of the placement and the quality of the experience. Placement Providers will be asked to complete a self-assessment form and comment on the experience of offering a placement and the performance of the student. Students will be assigned a university supervisor who will be a member of King's staff who will visit the student once (usually half way through the placement). The supervisor will be available for additional consultation by email.

The above will NOT form part of the academic assessment but provide quality assurance and feedback mechanisms.

All Placement Providers will be asked to complete the College's Health and Safety form before the student starts.

Please attach the report of the visit to the off-campus location

The former programme coordinators, Sheila Anderson and Harold Short, visited Berlin in February 2009 and met with their counterparts in Humboldt's Berlin School of Information Science, Michael Seadle and Stefan Gradmann, as well as senior administrators in the School. Since then, several further site visits have followed. The discussions helped to clarify and flesh out the programme structure outlined here, as well as the procedures for ongoing governance detailed in the Memorandum of Agreement. Humboldt's existing MA in Information Science provided a helpful precedent for the structuring of the programme and also demonstrated Humboldt's readiness to deliver its contribution to the new joint MA.

5. Recognition of study or award of credit through off-campus study or placement - please indicate how the time will be spent, the length of time out, the amount of credit and whether it is a compulsory or optional part of the programme

Year abroad	Year in employment	Placement	Other (please specify)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time spent1 Year.....Credit amount ...120
credits.....Compulsory/optional.....Compulsory.....

6. Please provide a rationale for any such time outside the College, other than that which is a requirement of a professional, statutory or regulatory body

The programme is designed to give students the benefit of the complementary strengths of the Information Science department at Humboldt-Universität zu Berlin and Digital Humanities at KCL. Equal weighting between the institutions is fundamental to the programme.

5. Please give details if the programme requires validation or accreditation by a professional, statutory or regulatory body

Name and address of PSB

N/A

Frequency of validation/ accreditation

Date of next validation/ accreditation