

Courses by  
**Distance Learning**  
@ The Department of Information Studies



- Twenty-five years experience of providing distance learning
- Flexible study
- Staff with a wide range of teaching and research experience
- Student-centred education
- Quality blended learning
- World leading research
- Excellent academic and pastoral support
- Library and electronic resources tailored to distance learning
- Professionally accredited qualifications with national and international recognition



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## Welcome to the Department of Information Studies at Aberystwyth University

A friendly welcome and a wealth of expertise await you at the Department of Information Studies, Aberystwyth University. We are one of the largest departments of our kind in the UK, with over a thousand students studying full-time, part-time or at a distance. With over 88% of our students studying at a distance we are the leading provider of distance learning education within the information profession. We enjoy a worldwide reputation for the range and quality of courses we have continued to offer since we first opened our doors, as the College of Librarianship Wales, in September 1964.

We attract students from all over the world; and our former students are leaders of their profession in many countries. We are very proud of the students who have been educated here: amongst them the current National Librarian of Wales, the current National Librarian of Scotland and former National Librarian of Malaysia. Senior staff in universities and other academic and research institutions have also studied at Aberystwyth alongside individuals who now work in commercial organisations, government and public sector agencies, charities and media institutions.

The Department has more than 20 years' experience of providing distance learning programmes, allowing students to work at their own time and pace, to achieve a qualification alongside work and/or family commitments, whether living in Aberystwyth or anywhere else in the world. A significant step in the development of Distance Learning at Aberystwyth was the founding in 1993 of our Open Learning Unit (OLU), which continues to offer specialist support in open, distance and e-learning education.

Our wealth of experience, the high quality of our support systems and the dedication of the students who have studied with us have ensured great success. A high percentage of those who are offered places on our programmes go on to achieve degrees, higher degrees as well as postgraduate and higher education diplomas.



## Distance Learning

Studying a university course by Distance Learning means that you study from a place that is convenient to you. You do not need to leave your home, family or place of work. Instead, you can choose a course to meet both your professional aspirations and personal circumstances.

You will gain:

- opportunities for career advancement
- an academic degree or diploma
- a professional qualification
- new skills
- the application of learning to the workplace
- the ability to manage your own learning
- wider intellectual horizons
- increased self-awareness and self-confidence
- a chance to make new friends and contacts from around the world

Your employer will also benefit, gaining:

- continuous professional development
- unbroken employment throughout the learning period
- new and fresh insights into existing in-house information practice



## Reasons to choose Aberystwyth

### 1. Well-established Department, with a wealth of experience

Established in 1964, the Department of Information Studies is one of the largest departments of its kind, with a well-established reputation in Britain and throughout the world for the range of courses it offers.

### 2. Student-centred Learning

We have a great deal of experience, and have had a great deal of success, in Distance Learning: success that depends on putting you at the centre of the learning experience: your circumstances, your time constraints; your qualifications; your professional needs, your educational requirements. We now offer distance learning programmes at all levels, from undergraduate to second-level post-graduate, developed in direct response to demands from organisations and individuals, both inside and outside the profession, for more flexible approaches to higher education.

### 3. World leading Research and excellent Teaching Quality

Identified by the Research Assessment Exercise 2008 as a producer of world leading research in information studies, Aberystwyth University is now second in Wales for quality of research and 41st out of 119 in the UK. DIS was graded 'Excellent' in assessment of its Teaching Quality.

### 4. Blended Learning

We offer a blend of different modes of delivery for Distance Learners:

- Self-study module packs that you work through on your own;
- Online course materials via our Moodle virtual learning environment;
- Taught sessions at Study Schools.

Self-study packs and online materials comprise user-friendly subject content together with learning objectives, summaries, exercises and feedback; so you can chart and check your own progress. They are often accompanied by key article resource packs, although you will be required either to buy or borrow any specified core text books.

### 5. Initial Residential Study Schools

Study Schools, which are obligatory, are the only timetabled sessions for Distance Learners, normally at the beginning of your first, second and third years of study.

Study Schools allow you to:

- start your studies confidently and then study more effectively at home;
- meet with fellow students, especially those in your intake;
- meet the staff who will support you in your studies;
- learn directly from staff who have written the open learning materials;
- learn about the Library and electronic resources for distance learners;
- learn about and use Moodle, our virtual learning environment;
- have all your questions about the course answered in person.

The Study School programme includes:

- practical sessions
- lectures
- seminars
- tutorials
- group work
- presentations
- study skills sessions
- ICT skills sessions
- opportunities to socialise



### 6. Dedicated Moodle virtual learning environment

Moodle provides a very easy way for all our Distance Learners to keep in touch with the Department and with each other.

It keeps you up-to-date on amendments, module availability, Study School timetables and new readings. It also makes it easy for you to keep up with how others on your course are getting on and to share the experiences of being a Distance Learner.

Moodle, is structured to have a range of different areas which cover the social, administrative and educational aspects of your course. In addition, there are dedicated areas for each module that you study, where the Module Co-ordinator can for example, interact with students to foster discussion, pose questions and highlight new developments in the subject, thereby enhancing the learning experience.

### 7. Well-organised team approach

There is a team of staff responsible for the development of each programme to ensure that your experience of the programme is positive and rewarding:

- Programme Team Leader - takes an overall view of a programme and acts as a source of information and advice on all matters concerning it;
- Learning Development Officer - is responsible for advising and assisting with the development of learning materials and environments;
- Programme Co-ordinator - co-ordinates teaching and learning support and monitoring of student progress;
- Programme Secretary - co-ordinates clerical and administrative support.

### 8. Specialist Open Learning Unit (OLU)

The OLU is the Department's open, distance and e-learning education centre. They are a specialist team who strive to ensure that the distance learning experience for students is positive and rewarding. Unit staff offer advice from the pre-course stage right through to course completion, monitor student progress, act as personal tutors and represent the interests of distance learning students. The OLU also has an important research and development role, particularly in the fields of course evaluation, quality assurance and educational and communications technology.

This work includes:

- the development and delivery of skills induction programmes (SKIP);
- co-ordinating Study Schools;
- developing and maintaining learning materials with subject specialists;
- developing and maintaining systems to support learners;
- collaborative work involving online education and training.

### 9. Excellent Skills Induction Programme (SKIP)

Adult learners bring to their studies a wide range of skills, together with a wide range of different individual study needs. SKIP will help you to build on the skills you have and to develop those you need.

It includes sessions on:

- course orientation
- academic writing
- presentations
- group work
- citation practices
- the virtual learning environment
- time management
- effective learning

If you feel you may need support with essay writing and other study skills prior to starting a course, we would also recommend the following helpful textbooks:

Cottrell, Stella. (2008). *The study skills handbook* (3rd ed.). Basingstoke: Palgrave Macmillan.

Talbot, Christine, J. (2007). *Studying at a distance: a guide for students* (2nd ed.). Maidenhead: Open University Press.

### 10. High quality academic support

Our academics support your studies in three key roles:

- Personal Tutor advises you on your academic progress and can also advise you, or put you in touch with expert advice, on personal issues.
- Module Co-ordinator advises you on the module content, subject area, and on how to tackle your assignment.
- Dissertation Supervisor works with you to plan your Dissertation timetable, advises you on research strategy, content, reads a draft before submission and gives suggestions about improvements.



### 11. Library and electronic resources tailored to Distance Learners

The Thomas Parry Library, on the Department's Llanbadarn Campus, boasts one of the world's largest Information Studies collections, comprising some 100,000 items. Distance Learning students have access to special postal loans and photocopying facilities. Additional extensive library services are available in the Hugh Owen Building on the main campus.

Information Services offer many services for distance learners, including a helpdesk to advise on IT problems.

### 12. Wide range of University support services

In addition to the support you will receive from the Department, you will also find help from, amongst others:

- Student Support Services
  - Pastoral support
  - Financial Advice
  - Support for Students with Disabilities
- Guild of Students
  - NUS affiliated
  - Support for students rights
- Language and Learning Centre
  - Writing skills
  - English skills

### 13. Degrees accredited by professional bodies

All the distance learning programmes offered at DIS are accredited, or are in the process of being accredited, by the relevant UK professional bodies, i.e. the Chartered Institute of Library and Information Professionals (CILIP) and/or the Society of Archivists). Accredited degrees have national and international recognition.

### 14. Excellent retention and employability

A large percentage of our students successfully complete our courses. We believe that this is because we offer high quality personal support and great flexibility within courses, so that students can successfully fit their studies around both work and family commitments. Their professional achievements are often recognised through enhanced career progression opportunities.

### 15. Close links with employers and local practitioners

These links ensure that our curriculum is continually updated in line with the needs of the professions. It also allows us to offer modules in more specialist areas such as Music and Rare Books Librarianship. Locally, we work with, amongst others, the National Library of Wales, the Royal Commission on the Ancient and Historical Monuments of Wales and CyMAL: Museums, Archives and Libraries Wales. Their support enhances the teaching and learning experience of all our students.



## Introduction to Courses

We offer undergraduate and postgraduate courses in the following subjects:

### Undergraduate

BSc Econ [Information and Library Studies](#);

The Undergraduate degree consists of 240 credits of core and optional modules (normally 10 or 20 credits). See page a;slkX for full details.

### Postgraduate

MSc Econ [Archive Administration](#);

MSc Econ [Information and Library Studies](#);

MSc Econ [Information Governance and Assurance](#);

MSc Econ [Management of Library and Information Services](#);

MSc Econ [Records and Information Management](#);

MSc Econ [Information Management](#).

All the Postgraduate courses consist of two parts: Part One and Part Two. Part One is made up of 120 credits of core and /or optional modules (normally 10 or 20 credits each). Part Two is the dissertation element. To successfully complete the MSc Econ course you must pass both Parts of the course.

Students on all courses are required to attend Study School. For most students this means attending three schools of approximately 4-5 days duration in Aberystwyth. For the rest of the time you will work through specially designed self-study module packs supported by online learning materials.

Most modules are assessed by continuous assessment; written assignments, reports, practical projects. However, there are currently examinations for two modules on the Undergraduate Programme. The examinations are held at the study school.

The intakes for each course can vary, but as a guide, postgraduate programmes tend to start each April and September and the undergraduate programme starts each June/July.

### Entrance Requirements

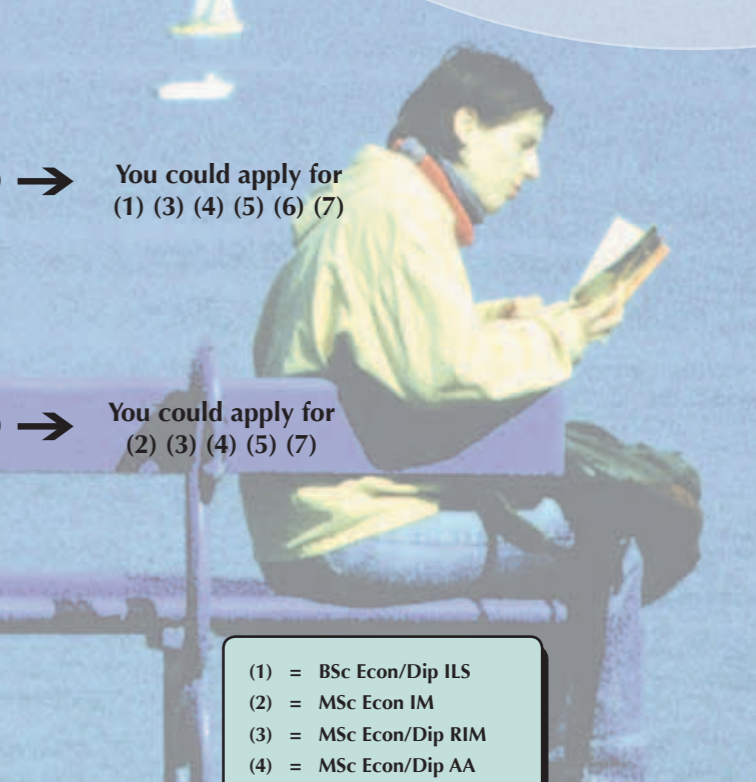
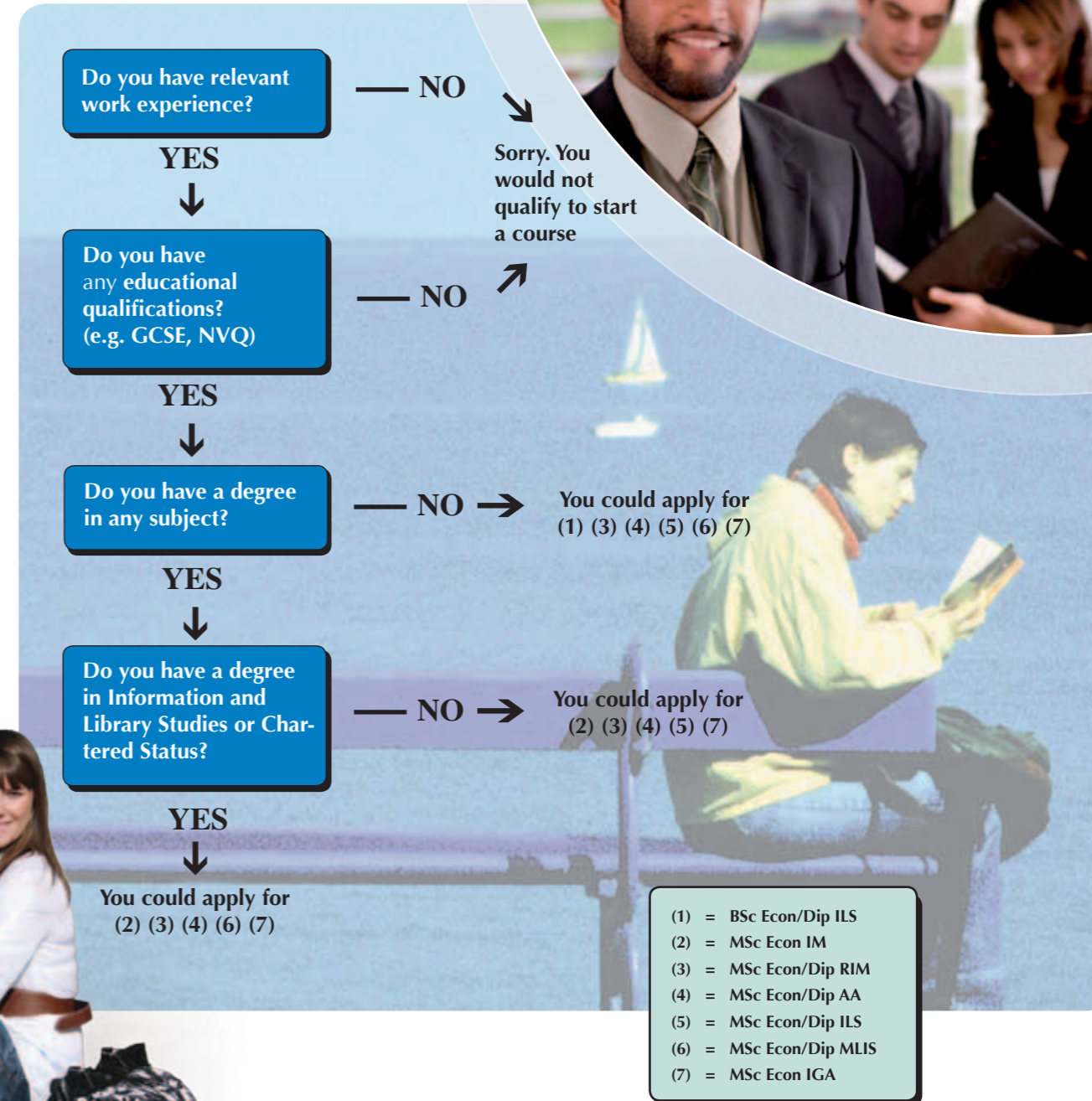
If you wish to apply for any course, you must:

- be over 21
- have relevant work experience
- have access to the internet

For postgraduate programmes, applicants will usually need a first degree; but if you are over 25 years of age and have relevant work experience, you might gain admission to a programme as a mature student. We welcome such candidates because of the high motivation and experience which they bring.

The following flowchart is intended as a guide to help you decide which is the right course for you. For all courses, your application is assessed on individual merit, taking into account your educational and work profile.

If you are unsure whether you qualify for a programme, please contact the Department's Admissions Team or the Open Learning Unit (OLU) for further advice (contact details are at the back of this brochure).





## Information and Library Studies

Today's Information professionals provide a vital service for a wide range of public sector services, commercial organisations and educational institutions. A degree in Information Studies can be the start, or a key step in the development, of a varied, interesting and flexible career in the world of information in all its contexts: libraries, archives, museums, the public and private sectors, in the UK and globally.

### BSc Econ or Undergraduate Diploma in Information and Library Studies

This programme acknowledges the work-based experience of library and information staff in para-professional posts and is designed specifically to enable them to progress towards a professional qualification. We are looking for students who combine experience with sufficient academic capability to complete a degree.

As a person already working in the information profession, you will know the kind of skills you need: good communication, the ability to help people in their quest for information, the curiosity of a good researcher, openness to new technologies and so on. You may not have imagined yourself as a University student before; but, taking account of the wealth of practical experience you already have, we are confident that we can give you the academic and pastoral support you need in order to succeed.

In this degree you will combine your work experience with the latest theoretical knowledge across a broad spectrum of related subject areas. The programme will equip you with the skills and knowledge to organise, handle, and retrieve information within the context of today's society, and prepare you for managing information sources and services.

#### Course objectives

The objectives of the course are twofold:

- to provide access to a professional qualification for those with an appropriate level of work-based experience and who face barriers to entering traditional education, such as work or family commitments and geographical location
- to allow for flexible progression, enabling students to work in their own time, at their own pace and place, and to relate their learning to the workplace

#### Course Structure

Degrees are achieved by passing modules, each of which gives you a number of credits. A BSc Econ usually requires students to gain 360 credits. But in this scheme your work experience counts as the first 120: so you need just another 240 credits to achieve a degree. Technically, we call those 240 credits Part Two of your degree.

To complete the Degree you need to:

- successfully complete 240 Part Two credits, including core modules
- attend three compulsory Study Schools

Although most students successfully complete their degree, there is an acknowledged early exit point (Diploma of Higher Education) should you, for personal or other reasons, be unable to complete all the necessary credits.

To complete the Diploma you need to:

- successfully complete 120 Part Two credits, including specific core modules
- attend two compulsory Study Schools

About 80% of the course is composed of compulsory or core modules, including a 30 credit dissertation. The remainder of the course is composed of your choice of option modules.

You can progress at your own pace, taking between 2 to 5 years to complete 120 credits for the Diploma, or 3 to 5 years to complete the total of 240 credits required for the Degree. This means that you will need to spend an average of 8 to 15 hours a week studying, depending on how quickly you plan to complete your course.

#### Core modules

Degree students take all 210 credits of the following core modules. Diploma students take at least 100 credits of core modules (those indicated 'Dip'). Core credits for the Diploma will not normally include the dissertation. Please note that the content of individual modules is subject to regular review and revision.

#### Information and communications technology (20 credits) Dip.

- Theoretical introduction to the role of ICT in the ILS
- Basic computer usage

#### Human communication (10 credits) Dip.

- Interpersonal communication
- The search intermediary
- Client psychology
- Reference interviewing
- Query negotiation
- Knowledge gathering and presentation.

#### Information sources (20 credits) Dip.

- Characteristics of information
- The role and function of bibliographical control
- Overview of information sources
- Use and availability of information sources in the ILS environment.

#### Information and society (20 credits) Dip.

- Socio-economic and political context:
  - Access to information
  - Freedom of information
  - International perspectives
  - Censorship
  - Intellectual freedom
  - The digital divide

#### Collection management (10 credits) Dip.

- Collection policy
- Criteria for acquisition of stock
- Promoting a collection
- Bibliographical sources and services
- Physical requirements of collections

#### Information retrieval (20 credits) Dip.

- Models and theories of information retrieval
- Principles of indexing
- Index languages
- Classification schemes
- Catalogues and cataloguing
- Standards for information interchange.

#### Management of organisations (20 credits)

- The organisational environment
- Principles of organisational structure and design
- Planning and decision-making
- Income generation

#### Marketing of services (20 credits)

- Marketing approaches in the information world:
  - Market analysis and research
  - Market strategies
  - Targeting, positioning and segmentation
  - Product and service policies

#### Information literacy (20 credits)

- Transferable skills in Information Seeking Behaviour
- Specific information skills
- Models of Information Literacy

#### Research methodology (20 credits)

- Research methodologies
- Research planning and design
- Literature review and evaluation
- Formulating a research proposal



#### Dissertation (30 credits) degree only

Students write a dissertation of between 7,500 and 10,000 words, on a subject of their own choice, related to some aspect of information and library studies. Distance Learning students often find suitable topics that relate directly to their own workplace..

#### Option modules

Degree students choose 30 credits, and Diploma students choose a maximum of 20 credits from option modules, listed below, along with their credit value.

- [Archive management: principles and techniques \(20\)](#)
- [Business information \(10\)](#)
- [Digital information: Discovery to delivery \(10\)](#)
- [Focus on the child: reading and libraries \(10\)](#)
- [Health information management \(10\)](#)
- [Introduction to music librarianship \(10\)](#)
- [Introduction to rare books librarianship \(10\)](#)
- [Advanced rare books librarianship \(10\)](#)
- [Knowledge management \(20\)](#)
- [Principles of systems analysis \(10\)](#)
- [School libraries and learning resources \(10\)](#)
- [Management information systems \(10\)](#)

Optional modules change periodically: some will be added, while others may be withdrawn.

### Study Schools and Tuition

Study Schools are compulsory. They provide an opportunity to meet with staff and other students, and they introduce practical elements of the course, such as ICT, study skills, seminars and tutorials. Examinations are also held during Study Schools. The Study Schools normally take place at Aberystwyth every June, at the beginning of the first, second and third years of study. A first year school is normally available in Dublin also, immediately after the Aberystwyth school.

Tuition is provided through printed self-study learning materials, supplemented by print and electronic resources such as resource packs of readings and a conference area on Moodle (our virtual learning environment), which will provide information updates relevant to the course, a directory of websites and other websites referred to in the study packs.

### Assessment

A variety of assessment methods are used, including assignments, reports, essays, case studies, and presentations. These will enable you to relate theoretical knowledge to the working environment. Only two core modules have an examination as part of their assessment.

### Applications

You are welcome to apply if you:

- are over 21
- are currently employed in an information or library environment
- are able to demonstrate your academic ability to undertake the course
- have study-time access to a computer with CD-ROM and Internet facilities, and have basic ICT skills

The criterion for admission is a combination of relevant work experience and academic capability, sufficient for direct entry to the programme at Part Two.

If you are unsure whether you fulfill the admissions criteria, please contact the Department's Admissions Team or the Open Learning Unit, where staff will be able to offer you further advice (contact details are at the back of this brochure).

### When to apply

The start date for the course is June each year. The closing date for applications is April of the same year. It is best to apply as early as possible as places can fill quickly well in advance of the closing date. You will be notified whether or not you have been successful in gaining a place on the course, within six weeks of the University receiving your application. If places are not available on the requested intake, offers will be made for the next available intake.

### Pat Bodin, England: BSc Econ Information and Library Studies (Graduate 2008)

*Having worked in public libraries for many years and taking on the role of librarian, I was sponsored by my employers to study for the BSc Econ Information and Library Studies as a distance learner. What a marvellous opportunity it proved to be! I was able to study my field in depth and achieve a degree qualification as a mature student. But Aberystwyth is not all studying: I thoroughly enjoyed the friendly atmosphere of the university and the social life at the Study Schools, where I made many friends.*

*I did find the assignments challenging and, working full-time, it was sometimes difficult to find the time to meet deadlines, but the excitement of receiving my marks electronically made it all worthwhile! Gaining my degree represented a huge achievement for me and I felt so proud at the graduation ceremony. I am sure that my qualification will help to further my career and, although satisfied with my present position as an Enquiry Officer, I keep alert to current job vacancies.*

## MSc Econ and Postgraduate Diploma in Information and Library Studies

The MSc Econ/Diploma Information and Library Studies course will equip you with the knowledge and skills for professional work within the information and library sector (ILS), introducing you to the key information handling skills as well as the opportunity to develop your ICT, management and interpersonal skills.

As a Distance Learner in employment, you should find that your work experience enhances your studies, while your studies enable you to reflect on your work experience in new ways. Your studies can also help you to promote the best current practice in your workplace.

Although this postgraduate programme is primarily designed to meet the needs of those who wish to work in various types of information and library services, you can exploit the transferable skills mastered during the programme to pursue careers in related professions (e.g. media management and book publishing), or continue your studies to a more advanced level through undertaking further postgraduate level research.

### Course objectives

The objectives of the course are to:

- provide you with an overview of the principles of information and library work
- enable you to develop key information handling, ICT, management and interpersonal skills
- offer you the opportunity to study specialist subjects in more depth
- develop your ability for further research at postgraduate level in the information and library studies field
- provide a professional qualification and eligibility for Chartered status with CILIP

### Course Structure

The Degree is in two parts. Part One consists of 120 credits, gained from core and option modules. If you successfully pass these modules, you can progress to Part Two, which consists entirely of the Dissertation module, worth 60 credits. Those wishing to finish studying after successful completion of Part One will be eligible for a Diploma. Successful completion of the Dissertation makes a total of 180 credits, which gains you a Master's degree.

You can progress at your own pace, taking between 2 and 5 years to complete the total 180 credits required for the Master's degree.

On average, you should expect to spend 10 to 15 hours a week studying. The minimum requirement is that you complete 40 credits per year. Most students take about two years to complete Part One and one further year to complete Part Two.

### Part One – 120 credits

#### Core Modules

#### Information and society (20 credits)

- Socio-economic and political context:
  - Access to information
  - Freedom of information
  - International perspectives
  - Censorship
  - Intellectual freedom
  - The digital divide



#### Information services: planning for delivery (20 credits)

- Information service planning and provision
- User needs and behaviour
- Analysis and evaluation methods
- Strategic planning of services
- Contextualising information service use

#### Studies in management (20 credits)

- Introduction to management
- Management of information in organisations
- Management of information organisations
- Customers and Stakeholders

#### Information organisation and retrieval (20 credits)

- Organising, storing, and retrieving information
- Indexing and index languages
- Classification schemes
- Catalogues and cataloguing
- Standards for information interchange

#### Collection management (10 credits)

- Policies and procedures of collection management
- Selections and acquisition
- Evaluation and review of collections
- Promoting collections

#### Research in the profession (10 credits)

- Introduction to research methods
- Research design for evidence-based practice
- Data search, data collection and data analysis
- Approaches from socio-historical research



### Part One option modules

You can choose 20 credits from option modules listed below (credit value is noted in brackets):

- Archive management (20)
- Focus on the child: reading and libraries (10)
- Project management for information systems (10)
- Systems and business process analysis (10)
- Health information management (10)
- Management information systems (10)
- Records management (10)
- School libraries and learning resources (10)
- Knowledge management (10)
- Rare books librarianship I (10)
- Rare books librarianship II (10)
- Music librarianship (10)
- Digital information: discovery to delivery (10)
- Marketing of services (10)

Optional modules change periodically: some will be added, while others may be withdrawn.

### Study Schools, Tuition and Institutional Visits

There are two compulsory Study Schools linked to the core modules in Part One. You will attend schools at Aberystwyth in April or September. Visits to local libraries, including the National Library of Wales, are incorporated into the Study Schools. Students wishing to progress to the Master's dissertation will be required to attend an additional Dissertation Study School.

Tuition is provided through printed self-study learning materials, supplemented by print and electronic resources such as resource packs of readings and a conference area on our virtual learning environment, Moodle, which will provide information updates relevant to the course, a directory of websites and other websites referred to in the study packs.

The Department also offers an annual London-based study tour, which enables you to visit and observe a wide variety of information and library operations in both the public and private sectors. The London tour is not compulsory but it is highly recommended: you may take it at any point during your studies.

### Part Two – Dissertation – 60 credits

Students pursuing the Master's degree will prepare a dissertation of between 10,000 and 15,000 words on an approved topic.

Subject to the successful completion of the dissertation, the MSc Econ in Information and Library Studies is awarded.

### Assessment

There is a variety of assignments in Part One, including reports, presentations, essays, critical reviews and case studies which enable you to relate theoretical knowledge to your own workplace. Part Two, is assessed on the Dissertation.

### Who can apply?

The Diploma and Master's in Information and Library Studies are open to graduates in all disciplines, other than Information and Library Studies. If you wish to pursue this programme, you must have appropriate pre-course experience in information and library work or in a related area.

You are welcome to apply if you:

- are a graduate, or a non-graduate with a significant level and range of relevant work experience
- are currently employed in a library or information environment (or have experience of working in this field)
- have study-time access to a computer with CD-ROM and Internet facilities, together with appropriate ICT skills

Applicants will be considered on their own merits, but the criteria for admission are based on a combination of relevant experience and academic capability sufficient for this level of study.

If you are unsure whether you fulfil the admissions criteria, please contact the Department's Admissions Team or the Open Learning Unit, where staff will be able to offer you further advice (contact details are at the back of this brochure).

### When to apply

At present, there are two start dates for the course each year, April and September.

The closing date for applications is two months prior to the start date of the course. It is best to apply as early as possible, well in advance of the closing date, as places can fill quickly. You will be notified whether or not you have been successful in gaining a place on the course, usually within six weeks of the University receiving of your application. If places are not available on the requested intake, offers will be made for the next available intake.

## MSc Econ and Postgraduate Diploma in Management of Library and Information Services

The demands placed upon managers in the library and information profession are increasingly complex. Library and information managers have to cope with rapid change and development.

This degree has been devised as a response to the needs of the profession for Continuing Professional Development: to help professional practitioners cope with the demands placed upon them, and to prepare mid-career practitioners for the next stage in their career. It is therefore not designed to provide the student with a first qualification in information and library studies, but to update and progress existing knowledge and qualifications.

### Course objectives

The objectives of the course are to:

- enable senior library and information service staff to manage key resources through an understanding of their organisational value;
- provide managers with specific skills in core activities;
- offer an academic component to the career advancement of professionals;
- enable employers to support Continuous Professional Development without the need for breaks in employment.

### Course Structure

The length of the degree scheme is normally three years, but students may take between two and five years to complete their studies. The first two years (Part One) consist of a taught element, whereby students complete 120 credits. Those wishing to finish study at the end of the taught element will be eligible for a Diploma (120 credits). The remaining period (Part Two) is to complete a dissertation (60 credits), to gain the Master's qualification (180 credits).

### Study Schools and Tuition

Students must attend two compulsory residential Study Schools in Aberystwyth. The first will be in September at the commencement of the course, and is designed to prepare students for the taught element (Part One) of the programme. The second is the dissertation Study School (offered during April and September) and is designed to prepare students for the dissertation (Part Two). Students wishing to exit at Diploma level will only need to attend the initial Study School.

### Ros Rice (MSc Information & Library Studies) Librarian, British Council Library, Valencia, Spain

*I started the course on turning 50! I live in Valencia, Spain where I run two libraries (one for adults, one for young learners) for the British Council. I have been absolutely mind-blown by the quality of the teaching, the course content, the administrative support and the library. I'm not a "good" student at all because I study in fits and starts (I took 18 months to complete one module!), but when I do get my teeth into a module, I don't want to stop - they're stimulating, interesting and I get a real high on completing an assignment.*

*To date, I have had almost instant replies from teaching staff if I ask a question - something which is terribly important to not feel so "distant". I've struck up a real friendship as a result of my correspondence with the admin staff, and the library staff are just marvellous, sending books out to different addresses as requested and never getting annoyed or confused by my frequent destination changes!*

*I won't deny it was hard at first as I adjusted my life to accommodate the study but now I find the intellectual stimulus gives me a sort of inner peace and contentment. About the only criticism I've got of the whole process is having to stay in basic student accommodation during study schools; so really, distance learning is ideal - all the advantages of university life from the comfort of one's own home!!*





Tuition is provided through printed self-study learning materials, supplemented by print and electronic resources such as resource packs of readings and a conference area on Moodle, our virtual learning environment, which will provide information updates relevant to the course, a directory of websites and other websites referred to in the study packs.

#### Part One: Core Modules

In Part One, the following core modules must be completed:

##### Studies in management (30 credits)

- Management theory
- Principles of organisational structure
- Planning, decision-making and problem-solving
- Financial management
- Marketing
- Human resource management.

##### Research and evaluation methods in information systems (20 credits)

- Research design
- Research ethics
- Quantitative and qualitative research methods
- Data analysis, using SPSS and data analysis software
- Research Evaluation

#### Part One: Option Modules

Students will need to select 70 credits of option modules listed below (credit value is noted in brackets):

- Collection management (10)
- Archive management (20)
- Health information management (10)
- Information systems analysis and implementation (20)
- Management information systems (10)
- Marketing of services (10)
- Records management (10)
- School libraries and learning resources, (10)
- Knowledge management (20)
- Exploiting research information (20)
- Digital records (20)
- Digital information: discovery to delivery (10)

Option modules may change: new ones may be added and current ones discontinued.

#### Part Two: Dissertation

##### Dissertation (60 credits)

On successful completion of the taught element, students pursuing the Master's degree will prepare a dissertation of between 10,000 and 15,000 words on an approved topic in the management of library and information services.

#### Assessment

There is a variety of assignments in Part One, including reports, presentations, essays, critical reviews and case studies which enable you to relate theoretical knowledge to your own workplace. Part Two, is assessed on the Dissertation.

#### Who can apply?

This degree is designed for practising professionals, usually in mid-career. Candidates should have:

- first degree (in any subject) or related academic achievement;
- professional qualification in library and information studies, or library and information science qualification, equivalent to a UK accredited qualification or equivalent professional experience;
- a minimum of 5 years experience at a middle or senior management level within an information or library service;
- have study-time access to a computer with CD-ROM and Internet facilities, together with appropriate ICT skills

Applicants will be considered on their own merits, but the criteria for admission are based on a combination of relevant experience and academic capability sufficient for this level of study.

If you are unsure whether you fulfil the admissions criteria, please contact the Department's Admissions Team or the Open Learning Unit, where staff will be able to offer you further advice (contact details are at the back of this brochure).



#### When to apply

The course has a September start date.

The closing date for applications is two months prior to the start date of the course. However, please note that it is best to apply as early as possible, well in advance of the closing date, as places can fill quickly. You will be notified whether or not you have been successful in gaining a place on the course, usually within six weeks of the University receiving your application. If places are not available on the requested intake, offers will be made for the next available intake.

#### Pascal Letellier ( MSc Econ Management of Libraries and Information Services) Archivist. The Arts Council of Ireland

*At this stage in my life, I would not have gone back to college as a full-time student. So, distance learning was the only option as I would be able to combine my study with work and other activities.*

*Even before starting, you know that you will be embarking on a long and also unknown journey. The first study school dispels any doubts and you leave Aberystwyth very motivated and enthusiastic. Then, at your own pace, you progress through the course.*

*It's not easy but you realise that all the work involved is manageable. In a way its amazing how all the study ends up fitting well into your day to day life. It becomes almost natural. I personally find working regularly (even for one hour every day) worked out better for me rather than long occasional sessions.*

*Motivation is the key. You feel motivated when you see that what you are studying has a direct influence in your life. It made a big difference that I was able to choose the modules which were directly relevant to my current employment as I could reconcile practice and theory.*

*Generally speaking my skills and knowledge have greatly improved and I now have the material to develop my career further.*



#### Accreditation, career development and transferable skills

The BSc Econ, and both Postgraduate Diplomas and MSc Econs, are accredited by the Chartered Institute of Library and Information Professionals (CILIP). Graduates will have a qualification which is recognised for admission to the Register of Chartered Librarians. (The Undergraduate Diploma is not accredited for chartership).

Graduates of these degrees will be able to show employers that they have done everything possible to equip themselves for career advancement in Library and Information Services. Many of our distance learning students gain promotion while they are studying the course.

Recent graduates have found jobs as web officers, information consultants, information brokers and information officers in many institutions. You will see from the diagram that there is a wide variety of careers available to our graduates. Whilst students continue to achieve successful careers in the more traditional areas of information and library work in public, academic and workplace libraries, developments in ICT have promoted the growth of other relevant activities.

The skills you acquire through the course will be applicable to many jobs. Through assignments and practical exercises, you will develop your intellectual, communication and computer literacy skills. Group exercises at Study School will develop your interpersonal and collaborative skills. Preparing for examinations will develop a range of organisational skills; while undertaking the dissertation will enhance your research skills. As a result, we expect that you will leave the course not only with improved career prospects in information and library work, but with a range of transferable skills which will be useful when applying for posts in many other fields.



## Archive Administration

Archival material is unique and irreplaceable: its range infinite and inexhaustible. Often described as the 'documentary heritage' or the 'raw material of history', it has a significant dual role: on the one hand it offers a wealth of source material in the context of culture and heritage, supporting popular interest in family and local history and many areas of academic study; on the other it has a significant legal function in providing evidence of past decisions, practices and policies.

Archives form part of the common heritage. They document the past and preserve our collective memory. Ranging in materials from the traditional written formats to sound, images and a growing range of electronic media, they include the formal records of government, official bodies, businesses and communities, but also the more spontaneous accumulations of families and individuals.

### MSc Econ or Diploma in Archive Administration

The professional skills required for the proper care of archives are specialised and wide-ranging. By studying Archive Administration at postgraduate level, you will learn professional principles and techniques and acquire the core skills which will enable you to play a part in the preservation, management and exploitation of this invaluable informational and historical resource.

The objectives of this course are to:

- provide you with an overview of the principles of archive and records management history and theory
- prepare you for working in a wide variety of services and sectors within both the archives and records management fields
- develop your ability for further research at postgraduate level in archives and records management and for professional work-based research

You can progress at your own pace, taking between 2 and 5 years to complete the total 180 credits required for the Master's degree. On average, you should expect to spend 10 to 15 hours a week studying. The minimum requirement is that you complete 40 credits per year. Most students take two years to complete Part One and one further year to complete Part Two.

#### Study Schools, Tuition and Institutional Visits

You will be required to attend up to three Study Schools in Aberystwyth at various times during your studies:

##### Introductory Study School (Year 1 start)

- Introduction to the course
- Introduction to Aberystwyth University and its facilities
- Introduction to staff
- Introduction to fellow students
- SKIP – Skills Induction Programme

##### Study School 2 (Year 2 start)

- Introduction to palaeography
- Introduction to diplomatic
- Manuscript reading and interpretation skills (after 1700)

##### Study School 3 (Year 3 start)

- Preparation for Dissertation.

Tuition is provided through printed self-study learning materials, supplemented by print and electronic resources such as resource packs of readings and a conference area on Moodle, our virtual learning environment, which will provide information updates relevant to the course, a directory of websites and other websites referred to in the study packs.

In addition to the compulsory Study Schools and tuition, at some point during your course we encourage you to join our annual tour of London's national and specialist archival institutions.



#### Part One – 120 Credits

You must pass Part One before you progress to Part Two. Students who complete Part One only will qualify for the Postgraduate Diploma. The 120 credits are gained by passing the following obligatory modules:

##### Archive management: management of archive services (20 credits)

- Principles of archive administration
- Repository and Search Room management
- Record preservation
- Access, advocacy and outreach policy
- Funding and fund-raising
- Moral and ethical issues
- Strategic planning
- UK legislative framework
- Current issues

##### Archive management: archival description and information technology (20 credits)

- Acquisition policies
- Appraisal, arrangement and description of Archives (international and UK)
- Internet Archives and search techniques
- Networking
- Electronic data exchange
- Archive management software

##### Records management: (20 credits)

- Context and key concepts /relationships
- History / theoretical frameworks
- Current best practice and professional issues

##### Digital records (20 credits)

- Nature of the record in a digital landscape
- Tension between collaboration and security
- Legal and admissibility issues
- Short and long term preservation



##### Archives and manuscripts: content and use (30 credits)

- Records creators and their records:
  - Local and National government
  - Church and churches
  - Landowners
  - Corporations and institutions, Businesses
  - Individuals
- Historical use of records

##### Manuscript skills: post-medieval palaeography and diplomatic (10 credits)

- The Manuscript Mountain
- Before 1700 (Overview)
- After 1700:
  - Reading and Interpretation
  - Introduction to Diplomatic Common Forms
  - Introduction to Palaeography

##### Research in the profession (10 credits)

- Research Design
- Research Methods
- Evidence-based Practice
- Searching for, collecting and analysing data

#### Part Two: Dissertation – 60 Credits

After successful completion of Part One at the required assessment level, those wishing to gain the Master's qualification will need to complete a 60 credit dissertation. This involves writing a dissertation of not less than 10,000 and not more than 15,000 words on an archive administration related topic.

#### Assessment

The programme is assessed on the basis of coursework in Part One and the dissertation in Part Two. A variety of assignments in Part One, including reports, essays, presentations and case studies, enable you to relate theoretical knowledge to your own workplace.



### Accreditation, Career Development and Skills Development

The course is fully accredited by the Society of Archivists, the relevant professional body.

The course provides you with the central skills required by the professional archivist, providing a broad-based education in archives which allows for successful employment in a wide variety of repositories. Modules build specific skills in the management of services, the cataloguing of archival material, and the palaeographical and diplomatic skills needed to read, understand, and interpret archival documents for cataloguing and for users.

In addition, you will develop further transferable skills throughout the course, including management, strategic planning, ICT and communication skills, and report and policy writing. These skills equip you to be both innovative and flexible in a range of employment opportunities which require transferable skills.

Career prospects for qualified archivists and records managers remain good. The course at Aberystwyth University, with its broad coverage and close links with the profession, will equip you for a wide variety of future job opportunities in both the public and private sectors. You can opt for openings in local government or long-established institutions, such as educational and charitable foundations. An increasing number of past archive administration students make a career in business archives or take advantage of the growing number of opportunities in records and information management.

### Entrance requirements

To be considered for the course you should:

- have a good honours degree in any subject; or substantial qualifying experience in an archive repository, with evidence of good academic potential (non-graduates in this category aged over 25 may be considered according to mature entry criteria);
- be employed in an archive service environment and have at least three months practical experience of working with archives — the more experience you have, the more you will gain from this course;
- have study-time access to a computer with CD-ROM and Internet facilities, together with appropriate ICT skills

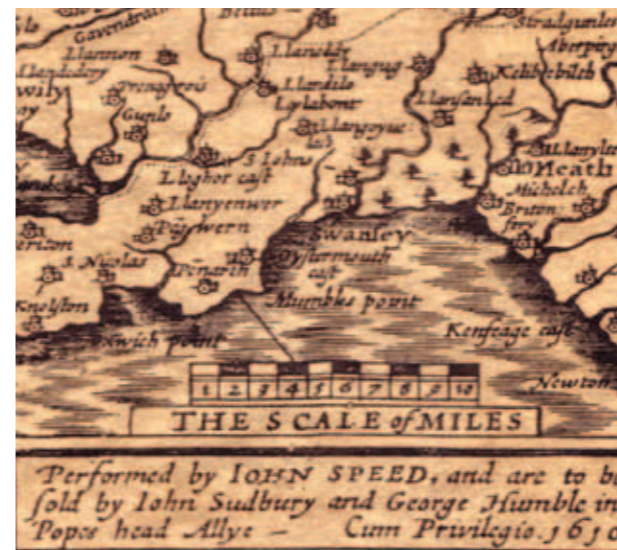
Each applicant will be considered on his or her own merits, but the criteria for admission are based on a combination of relevant experience and academic capability sufficient for this level of study.

If you are unsure whether you fulfil the admissions criteria, please contact the Department's Admissions Team or the Open Learning Unit, where staff will be able to offer you further advice (contact details are at the back of this brochure).

### Anne Archer, England: MSc Econ Archive Administration (Student)

*After my History degree and Masters I did some voluntary work in a few archives, which confirmed that it would be a good career choice for me. I was lucky enough to get a job in the archive of the British Museum before beginning the Aberystwyth course. I have now moved on to the Lloyds TSB archive to gain experience in a corporate environment before hopefully getting a qualified job!*

*I have been very impressed by the level of organisation and support at Aberystwyth. Whenever I have queries, I know I can contact my tutor. The Moodle system is another link to your module tutors, a quick way to keep in touch with fellow students, so you feel as though you're not alone in your studies. I wasn't sure about the Study School before going on the first one but it was well organised and motivated me to get started with the course. It was also a good chance to meet students and staff and set up some links that help once you've started the work. I was concerned about what distance learning would be like but I feel that there is help available when I need it.*



### Is it for you?

As for personal qualities, you should enjoy dealing with people at all levels, since the work invariably involves much personal contact with employers, owners and records users. Attention to detail and analytical skills are required for all sorting and listing work, whilst a willingness to undertake hard physical work is also necessary in many situations. Historical documents are often dirty and may need rescuing from unpleasant surroundings. If you have a genuine interest in the past and a concern for the future, combined with a great deal of enthusiasm and commitment, archives and records management can offer a varied and rewarding career – which is never boring!



### When to apply

At present, there are two intakes for the course each year: April and September.

There is no set deadline for application, but for administrative purposes applications should reach us two months prior to the requested course intake. You will be notified whether or not you have been successful in gaining a place on the course, usually within six weeks of the University receiving your application. If places are not available on the requested intake, offers will be made for the next available intake.

### Andrew Young, England: MSc Econ Archive Administration (Student)

*I've been a distance learning student at Aber for almost two years now. Initially I applied to study for the Library and Information Services postgraduate degree; however a career change – I went from working in a library to working in an archive – meant that studying Archive Administration was going to be more useful to me in the long-term.*

*I began my studies in May 2007, having attended my first Study School at the university in April of that year. Leaving the Study School and all of my fellow distance learners behind, I felt somewhat daunted by what lay ahead. But my worries were ill-founded, for not only has the course been easy to follow, it has also been incredibly interesting. I've particularly enjoyed the modules which focus on electronic records and palaeography.*

*It isn't a walk in the park: it requires self-discipline and determination, not to mention a considerable amount of patience. But it has given me a new perspective on archives management, and I can now look forward to receiving what I'm sure will prove to be an invaluable postgraduate degree.*

## Records and Information Management

All organisations create information in the course of their business, whether paper-based, computer-generated or in other media. They may include papers, maps, photographs, databases and many diverse digital formats. Such resources are used for a variety of purposes; to justify official actions; to demonstrate transparency, compliance and good governance; to establish and maintain rights under the law for citizens, corporations and governments. At the most basic level, they support the ordinary function and daily business of individuals and organisations by enabling innovation, flexibility and efficiency.

The digital revolution has fundamentally changed the way we live and work. The use of digital systems for record keeping and communication presents great opportunities and challenges. It demands records and information management procedures which can systematically and effectively manage this information resource throughout its life cycle, from creation to final disposition. (paraphrased from, Natalie Ceeney, Living Information, The vision of the National Archives, July 2007)

Records and Information Management (RIM) is the professional discipline which therefore seeks to answer these pressing questions:

- how can we realise the asset value from the information we have created?
- how can we positively transform organisational effectiveness and innovation?
- how can we capture, store, preserve and make accessible the information we need to drive our businesses forward and provide an audit trail of our activities?

### MSc Econ, Postgraduate Diploma or Postgraduate Certificate in Records and Information Management

By studying records and information management at postgraduate level, you will learn professional principles and techniques, and acquire the core skills, which will enable you to play a part in the management and exploitation of an invaluable informational resource which underpins organisational success.

#### Course objectives

The objectives of the course are to:

- equip students with a range of knowledge, understanding and skills that will enable them to take advantage of career opportunities in the management of records and information;
- develop skills in the management of records and information and in particular relating to identifying, acquiring, organising, retrieving, preserving and disseminating organisational information;
- provide a fundamental education to equip students for professional posts in records and information management and cognate fields
- enhance students' research abilities in relation to the subject

#### Course structure

The Degree is in two parts. Part One consists of 120 credits, gained from core and option modules. If you successfully pass these modules, you can progress to Part Two, which consists of the Dissertation module, worth 60 credits. Successful completion of the Dissertation makes a total of 180 credits, which gains you a Master's degree.

All students initially register for the MSc Econ programme but can, if they choose, exit from the programme at various points with an intermediate qualification. Those wishing to finish studying after successful completion of Part One will be eligible for a Diploma. It is also possible to complete 60 credits at Part One to obtain a Certificate.

Students must also choose either the Records Management pathway or the Information Management pathway, as below.

You can progress at your own pace, taking between 2 and 5 years to complete the total 180 credits required for the Master's degree. On average, you should expect to spend 10 to 15 hours a week studying. The minimum requirement is that you complete 40 credits per year. Most students take about two years to complete Part One and one further year to complete Part Two.



#### Study Schools, Tuition and Institutional Visits

There are two compulsory Study Schools attached to this programme and they are both linked to the core modules you will complete in Part One. You will attend schools at Aberystwyth in April or September. Visits to local libraries, including the National Library of Wales, are incorporated into the Study Schools. Students wishing to progress to the Master's dissertation will be required to attend an additional Dissertation Study School.

Tuition is provided through printed self-study learning materials, supplemented by print and electronic resources such as resource packs of readings and a conference area on Moodle (our virtual learning environment), which will provide information updates relevant to the course, a directory of websites and other websites referred to in the study packs.

The Department also offers an annual London-based study tour, which enables you to visit and observe a wide variety of records and information management operations in both the public and private sectors. The London tour is not compulsory but it is highly recommended: you may take it at any point during your studies.

#### Part One: Core Modules

All students, regardless of chosen pathway, must take all the following core modules:

##### Records management (20 credits)

- Context and key concepts /relationships
- History / theoretical frameworks
- Current best practice and professional issues

##### Digital records (20 credits)

- Nature of the record in a digital landscape
- Tension between collaboration and security
- Legal and admissibility issues
- Short and long term preservation

##### Studies in management (20 credits)

- Management theory
- Principles of organisational structure
- Planning, decision-making and problem-solving
- Financial management
- Marketing
- Human resource management

#### Research in the profession (10 credits)

- Introduction to research methods
- Research design for evidence-based practice
- Data search, data collection and data analysis
- Approaches from socio-historical research

#### Part One: Pathway Modules

Records Management pathway students must take:

##### Archive management: principles and techniques (20 credits)

- Principles of archive administration
- Archive Management

##### Workplace case study (10 credits)

A critical appraisal of the records management programme with which students are connected, assessing how far the programme meets professional standards and guidelines, and the organisational issues to which it needs to respond.

Information Management pathway students must take:

##### Information and society (20 credits)

- Socio-economic and political context:
  - Access to information
  - Freedom of information
  - International perspectives
  - Censorship
  - Intellectual freedom
  - The digital divide

##### Information organisation and retrieval (20 credits)

- Organising, storing, and retrieving information
- Indexing and index languages
- Classification schemes
- Catalogues and cataloguing
- Standards for information interchange

#### Part One: Option Modules

Records Management pathway students take up to 20 credits, and Information Management pathway students 10, from the following option modules:

- Project management for information systems (10)
- Management information systems (10)
- Marketing of services (10)
- Health information management (10)
- Systems and business process analysis (10)
- Knowledge management (10)

Option modules are subject to change: some may be discontinued, some added.



### Gaye Miller, Isle of Man: MSc Econ Records and Information Management (RM pathway) (MSc student)

*I enrolled at Aberystwyth University when I secured a job as a Records Project Manager. I was looking for a distance learning course which would give me the knowledge and skills to fulfil the role successfully. The records within the division had to be completely reorganised and this was a massive task. Records had been kept for legal reasons and I had to decide which of them to pass to Public Records, which to destroy and which to archive. I needed a course that would help me address our records management problems systematically.*

*Aberystwyth is a lovely place but it is difficult to get to. But don't let this put you off: it's worth the journey. I felt instantly at home because it is very similar to the Isle of Man, with lovely countryside and breathtaking sea air.*

*I wondered if I was intelligent enough even to my first assignment; but my tutor was very supportive and encouraging with practical advice which I acted upon and this has stood me in good stead. I don't mind admitting that I am still surprised that I did pass all my assignments, because it is such a long time since I had done any studying.*

*At the Study Schools you meet, and have the support of, your fellow students. You become part of this group of people who are all working towards the same goal. I found this very useful and still do. I still email my fellow students and it's a wonderful support.*

*The course has provided me with the knowledge to start a records management programme and devise a Records Management Policy, neither of which I have been able to achieve without it. I am so glad I did it: it's a lot of hard work; but the final result is well worth it.*



#### Part Two – Dissertation – 60 Credits

After successful completion of Part One, those wishing to gain the Master's qualification will need to complete a dissertation of 10,000 to 15,000 words on a records and information management related topic.

#### Assessment

The programme is assessed on the basis of coursework in Part One and the Dissertation in Part Two. A variety of assignments in Part One including reports, essays, presentations, critical reviews and case studies enable you to relate theoretical knowledge to your own workplace.

#### Accreditation, Career Development and Transferable Skills

As this is a new course the Programme Team are currently seeking accreditation from both Chartered Institute of Library and Information Professionals and from The Society of Archivists. Please contact the department for more information.

The career prospects for qualified records and information managers are excellent. The course at Aberystwyth University, with its broad coverage and close links with the profession, will equip you for a whole range of future job opportunities. Past students who have successfully completed the course are employed in a variety of public and private bodies including government agencies, local authorities, business and commercial organisations.

This course will provide the necessary range of knowledge and skills for the records and information management practitioner. The designated pathways allow you to focus either on the records management function, and its interface with archive management, or to look more widely at information organisation and retrieval and its role in society.

While the course provides a sound foundation upon which a specific career can be built, it also addresses wider management issues and fosters innovation, flexibility and the ability to communicate across different levels of an organisation. These transferable skills are applicable to many employment opportunities.



#### Who can apply?

To be considered for the course you should:

- have a good honours degree in any subject, or substantial qualifying experience in a relevant field;
- be employed in an information services environment with at least three months practical work experience with a records / information management programme;
- have study-time access to a computer with CD-ROM and Internet facilities, together with appropriate ICT skills

Applicants will be considered on their own merits, but the criteria for admission are based on a combination of relevant experience and academic capability sufficient for this level of study.

If you are unsure whether you fulfil the admissions criteria, please contact the Admissions Tutor for Records and Information Management or the Open Learning Unit, who will be able to offer you further advice (contact details are at the back of this brochure).

#### When to apply

At present, there are two start dates for the course each year: April and September.

There is no set deadline for application, but for administrative purposes applications should reach us two months prior to the requested course start date. You will be notified whether or not you have been successful in gaining a place on the course, usually within six weeks of the University receiving your application. If places are not available on the requested intake, offers will be made for the next available intake.

### Nelly Abboud, Lebanon: MSc Econ Records and Information management (RM pathway) (MSc student)

*I am Lebanese and have lived in Lebanon all my life. I took my Bachelor of Arts at Beirut University College in 1988. There wasn't much choice of majors back then! I wanted something special and was quite attracted by the Library and Information Sciences major.*

*I started my Masters degree in Records Management in 2006. At first I thought it would be a piece of cake. I would read the articles, write the assignments and submit them. Yeah... sure...! I never thought Distance Learning would be so hard. I had my 8 to 4 job, my three children, and my house, alongside my studies. It was and still is exhausting. Many times during the first year I'd stop and wonder if I'd made the right choice, but people around me were and still are extremely helpful and encouraging, so I continue.*

*The staff at Aberystwyth are so helpful and considerate: they keep in touch via emails and keep me posted about what I need to know regarding my MSc. Most of the courses have been fascinating: I enjoy tremendously the courses related to Management and Archives.*

*Each time I work on an assignment, I compare and reflect and think about my workplace at the Lebanese American University and the need for it to be managed. We do not have a unified filing system, and we do not have an archival system, yet. Many offices still complain about the lack of space; many administrators are sinking under paper work. Through my course I can see that an efficient archival and records management system would solve most of the problems and answer most of the questions.*



## Research Training

### MSc Econ in Information Management

Research within the discipline of Information Studies spans a huge range of technical, human and organisational problems. Where there are people, there are information management questions, and increasingly a desire to find solutions based upon a secure evidence base.

This Research Preparation Masters is aimed primarily at students who are considering doctoral research in the future although it is also a stand-alone Masters degree. It is of value to the research and analysis skills of those working in management and strategic positions. A research focused Masters programme invites you to extend and refine the skills package you bring to your employer.

#### Course Objectives

At the end of the programme you should be able to:

- Analyse the requirements of information users
- Evaluate records management policies
- Apply a range of quantitative and qualitative data analysis techniques.

You will be equipped in this way to approach the research problems of information studies, and to begin making a contribution to the profession and the discipline.

#### Course Structure

The Degree is in two parts. Part One consists of 120 credits made up from core and option modules. If you successfully pass these modules, you can progress to Part Two, which consists of the Dissertation module, worth 60 credits. Successful completion of the Dissertation makes a total of 180 credits for a Masters degree.

All students initially register for the MSc Econ programme but can, if they choose exit the programme at specified points with an intermediate qualification, Postgraduate Diploma (120 credits) or Postgraduate Certificate (60 credits).

#### Part One Core Modules

- Exploiting research information (20 credits)
- Records management (20 credits)
- Research and evaluation methods in information systems (20 credits)

#### Part One option modules

You need to complete 60 credits of options modules from those noted below.

20 credits

- Information needs analysis
- Information systems analysis & implementation
- Client-led information systems
- Electronic patient records
- Digital records
- Archive management principles and techniques
- Information and society
- Knowledge Management

10 credits

- Marketing of Services
- Management Information Systems
- Health Information Management

Optional modules change periodically: some will be added whilst others may be withdrawn.

#### Part Two – Dissertation – 60 credits

Students pursuing the Masters degree will prepare a dissertation of between 10,000 – 15,000 words on an approved topic. Subject to successful completion of the dissertation, the MSc Econ in Information Management is awarded.



#### Study Schools, Tuition and Institutional Visits

There is one compulsory Study School linked to the core modules in Part One, which you will attend at Aberystwyth in September. Visits to local libraries, including the National Library of Wales, are incorporated into the Study Schools. Students wishing to progress to the Master's dissertation will be required to attend both the Part One Study School and the Dissertation Study School.

Tuition is provided through printed self-study learning materials, supplemented by print and electronic resources such as resource packs of readings and a conference area on our virtual learning environment, Moodle, which will provide information updates relevant to the course, a directory of websites and other websites referred to in the study packs.

#### Assessment

There is a variety of assignments in Part One, including reports, presentations, essays, critical reviews and case studies which enable you to relate theoretical knowledge to your own workplace. Part Two, is assessed on the Dissertation.

#### Who can apply?

Applicants will be considered on their own merits, but the criteria for admission are based on a combination of relevant experience and academic capability sufficient for this level of study.

If you are unsure whether you fulfil the admissions criteria, please contact the Department's Admissions Team or the Open Learning Unit, where staff will be able to offer you further advice (contact details are at the back of this brochure).

#### When to apply

The closing date for applications is two months prior to the start date of the course. It is best to apply as early as possible, well in advance of the closing date, as places can fill quickly.

You will be notified whether or not you have been successful in gaining a place on the course, usually within six weeks of the University receiving of your application. If places are not available on the requested intake, offers will be made for the next available intake.



## New schemes planned for 2009/2010

### MSc Econ/Diploma/Certificate in Information Governance and Assurance

The increasing transfer of electronic information among organisations and between organisations and individuals has highlighted the need for a different skills set among those who have responsibility for managing such information. The aim of this programme is to equip individuals who may have business experience, IT or legal expertise or records management experience with the interdisciplinary knowledge that is required for wide-ranging information governance. Those who are responsible for maintaining and providing business evidence must take a holistic approach to developing systems for information governance and assurance.

#### Course Objectives:

On completion of the programme, students should be equipped to fill the evolving role of "consultant" on information governance and assurance issues, including the key challenges of:

- Arrangement of information/data
- Appraisal of its value to all stakeholders both in short and long term
- Enabling access to business evidence as required and at the same time ensuring its security; and
- Preserving it for as long as there is a business or archival need.

Consultant, as utilised here, is comparable with the variety of roles and job titles currently emerging in the field: corporate records, information governance, information and data management, performance and information assurance.

As this is a new course the Programme Team is currently seeking accreditation from both Chartered Institute of Library and Information Professionals and from The Society of Archivists. Please contact the department for more information.

If you are interested in this programme and would like further detailed information about this Programme, please contact the Department's Admissions Team or the Open Learning Unit, where staff will be able to offer you further advice (contact details are at the back of this brochure).

## Distance Learning Experience: how does it really work?

### Study Schools

Study Schools, which are obligatory, are the only timetabled sessions for Distance Learners, normally at the beginning of your first, second and third years of study.

Study Schools allow you to:

- start your studies confidently and then study more effectively at home;
- meet with fellow students, especially those in your intake;
- meet the staff who will support your studies away from Aberystwyth;
- learn directly from staff who have written the open learning materials;
- learn about the Library and electronic resources for distance learners;
- learn about and use Moodle, our virtual learning environment;
- ask all those questions about your course in person.

The programme includes:

- practical sessions
- lectures
- seminars
- tutorials
- group work
- presentations
- study skills sessions
- ICT skills sessions
- opportunities to socialise

### Access to course materials

Your printed learning materials will initially be available at Study School and thereafter sent to you in the post. Following best open learning practice we try to ensure that our modules are written in a clear and straightforward style. We break up the material into easily assimilated 'chunks' and each of these is followed by activities and interactive exercises which help you to assess your grasp of the subject. The printed modules incorporate

plenty of illustrations and wide margins for your notes. You will find them easy to understand and convenient to read anywhere.

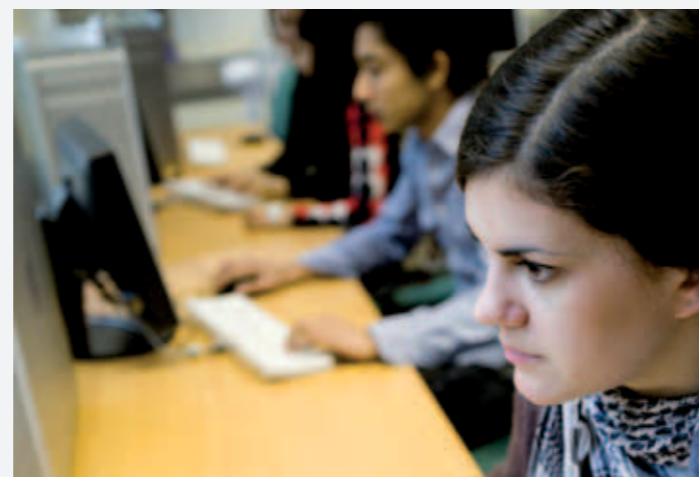
### Access to the Internet

All our courses assume that you have regular Internet access. Having study-time Internet access is vital to your success as a Distance Learner. It will enable you to access essential online resources, conduct research for your assignments and get support from fellow students and staff via our online virtual learning environment Moodle.

### Moodle

Moodle is a website accessible only to DIS students and staff. It provides:

- additional course materials and suggested reading lists to be published in a dedicated course site;
- online discussion between students and tutors;
- the creation of group areas to support students studying particular modules or programmes;
- online activities to support learning;
- all assignment feedback (sent out via Moodle and email)



### Library Resources and Services

The Library has an extensive service for distance learning students. Via the online catalogue, you can access electronic journals and databases. You can request books to be sent to you in the post and library staff will photocopy short chapters and articles for you. If you live in the UK, you can also make use of your local university library via the SCOUNUL Access programme. Some books are available as e-books and can be accessed on the University's Library website.



### Assessment Process

UK based students submit assignments through the post. All work must be word processed, so you will need access to a printer. Students based outside the UK can email their work to the department. All work is assessed at set points throughout the year and the results are fed back to you at home via Moodle and email.

Two modules on the undergraduate programme are partly assessed by examination, which take place at the second and third Study School.

The final stage of Master's programmes is a written dissertation on a topic agreed between you and an appropriate member of academic staff.

Detailed feedback on academic or pace of progress can be provided by your personal tutor who will be available to talk to you via the telephone, correspond via email and Moodle or face-to-face at Study School.

### Personal Study Support

Distance Learning enables you to learn in your own place in your own time, and allows you to plan your study routine to fit in with work and home life.

It can be lonely studying on your own; nevertheless there are many ways to overcome your isolation. You'll be encouraged to keep in touch with other distance learners you meet at Study School by meeting up during the year or by electronic means. This 'student networking' is probably the best support you can have during your studies, and there is a range of additional support available to help you.

Each student is assigned a personal tutor or learning advisor, who will remain as a point of contact for you throughout your study. In addition, there are specialist tutors (known as module co-ordinators) assigned to each module, who may be contacted if you have any problems or questions regarding the module content or assessment.

Each programme is also supported by a Programme Team which comprises a Programme Team Leader, Learning Development Officer, Programme Coordinator and Programme Secretary. The team will further support the needs of students throughout their studies and students will in turn have access to a series of named individuals dedicated to their programme of study.

Throughout the period of study, students may use a variety of means to keep in touch: via Moodle, fax, e-mail, telephone, and post. All these methods may be used to help overcome any feeling of isolation you may experience.

Here is a summary of the different sources and kinds of support available to distance learning students at DIS.

**Electronic networking:** Moodle virtual learning environment  
Email

**Face-to-face meetings:** Study schools  
personal tutorials  
regional meetings arranged between students

**Pastoral support from:** personal tutor (via e-mail, Moodle, telephone, fax or letter)

**Academic support from:** module coordinators  
assignment feedback and discussion  
programme team leaders  
dissertation tutors

**The Open Learning Unit:** advice and help: pre-course through to completion  
student-centred learning materials  
telephone 'Helpline' service  
liaison with Thomas Parry Library and other University services  
systematic course evaluation and feedback procedures

**The University:** internal and external course evaluations  
Guild of Students (National Union of Students)  
Language and Learning Centre  
Information Services  
Careers Advisory Service





## Practicalities

### Fees and other costs

Current course fees are supplied with application packs and also provided on the Department's website (see the section: Practicalities: useful web links in this brochure). Fees are reviewed by the University every August and are usually increased by a small percentage each year.

All new students must pay an initial registration fee before attending their first Study School. This is a one-off payment for all Distance Learning students at the beginning of their course.

Additional costs include travel and accommodation for Study Schools, the cost of any core texts and other resources you may purchase and if necessary, the purchase of a computer with Internet facilities.

### Academic credit transfer

If you have credits or qualifications from previous or current studies, you may wish to consider requesting transferring them to the degree you are applying for. They will need to be directly relevant to the subjects studied and at the same level (i.e. undergraduate, postgraduate or equivalent).

Credit transfer is normally considered at application stage only. If you think you may be eligible, you should submit your enquiry, providing as much information as possible, to the Department Admissions Officer. The Admissions Officer will investigate whether any credits you hold are indeed eligible under Aberystwyth University regulations. An original transcript from the awarding institution will be necessary.



### International applicants

We provide a warm welcome to international students. Aberystwyth University currently has students from over 80 countries.

When considering an Aberystwyth distance learning course, it is important to recognise that the course will require:

- attendance at Aberystwyth for short residential Study Schools.
- access to specialist resources such as text books, periodicals and journals, and electronic networks. Although the Thomas Parry Library does offer a service for international students, it may be quicker and cheaper for you to access these resources locally.
- study through the medium of English. Our courses are taught and supported through the medium of English and you will need a good knowledge of the language. If you require help or assistance with your English then the Language and Learning Centre will be pleased to offer assistance and guidance.

### English Language qualifications

If your first language is not English, you may be required to complete the English language test IELTS 6.5 (Cambridge/British Council International English Language Testing Services or equivalent). A score of 6.5 or above must be achieved. You will need to arrange this with your local British Council offices and notify us of your result. TOEFL and other language tests are also relevant.

### Students with special needs

Aberystwyth is pleased to consider applications from students with special needs. We recommend you contact the Department to discuss your needs before you apply. Please note that for the compulsory Study Schools you will need to attend the campus sites in Aberystwyth. Although we make every effort to improve access to the buildings, some of the older buildings are on an 11% gradient hill.

### Applications

Application forms are available from either the Department or the University's Postgraduate Admissions Office. Applications should be made by returning 2 copies of the Application Form and your 2 references in their envelopes, to the Postgraduate Admissions Office, Student Welcome Centre, Penglais Campus, Aberystwyth University, Aberystwyth, Ceredigion, Wales, SY23 2AX.

### Further questions

If this brochure has not answered all your questions about distance learning at DIS, please contact the Department, and we will be glad to give you any help or advice we can.

### Contact details

The Department of Information Studies  
Aberystwyth University  
Llanbadarn Campus  
Llanbadarn Fawr  
Aberystwyth  
Ceredigion  
SY23 3AS

Telephone: +44 (0)1970 622188

Fax: +44 (0)1970 622190

Email: [dis.dept@aber.ac.uk](mailto:dis.dept@aber.ac.uk)

[Http://www.dis.aber.ac.uk](http://www.dis.aber.ac.uk)

The Open Learning Unit  
Department of Information Studies  
Aberystwyth University  
Llanbadarn Campus  
Llanbadarn Fawr  
Aberystwyth  
Ceredigion  
SY23 3AS

Telephone: +44 (0)1970 622159

(If you leave an answer phone message we will call you back.)

Fax: +44 (0)1970 622190

Email: [olu@aber.ac.uk](mailto:olu@aber.ac.uk)

[Http://www.dis.aber.ac.uk/olu](http://www.dis.aber.ac.uk/olu)

This brochure is intended as a guide to distance learning programmes at the Department of Information Studies, Aberystwyth University. Nothing in this brochure comprises a contract of any kind. Details are correct at the time of going to press, and some of the programmes and contents are subject to change from time to time. For current programme availability, please refer to the Department's website (see section Practicalities: Useful web links in this brochure).



### Useful web links

Department of Information Studies, Aberystwyth University:

<http://www.dis.aber.ac.uk/en/home.asp>

Information Services guide, 'Services for distance learning users':

<http://www.inf.aber.ac.uk/publications/infosheets/Chap12.asp>

Further information about English language tests:

<http://www.aber.ac.uk/pga/web/EngLangRequirements.htm>

SCONUL Access programme:

[http://www.sconul.ac.uk/using\\_other\\_libraries/](http://www.sconul.ac.uk/using_other_libraries/)

Chartered Institute of Library and Information Professionals (CILIP):

<http://www.cilip.org.uk/default.cilip>

The Records Management Society

<http://www.rms-gb.org.uk/>

The Society of Archivists

<http://www.archives.org.uk/>



- leading providers of distance learning information courses
- 'learn in your own place, in your own time'
- specialist distance education unit
- blended learning approach
- dedicated virtual learning environment
- exceptional support for student learning
- short residential Study Schools
- multiple start dates throughout the year

For further information and application forms please contact:

The Open Learning Unit  
Department of Information Studies  
Aberystwyth University  
Llanbadarn Campus  
Llanbadarn Fawr  
Aberystwyth  
Ceredigion  
SY23 3AS

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Fax: +44 (0)1970 622190  
Email: [olu@aber.ac.uk](mailto:olu@aber.ac.uk)