PROGRAMME SPECIFICATION

Name, title and level of final qualification(s)	**PG Cert Curating and Collections Management** (Level 7)
Name and title of any exit qualification(s)	N/A
Awarding Body	University of London
Teaching Institution(s)	Birkbeck, University of London
Home School/other teaching departments	School of Historical Studies
Location of delivery	Central London
Language of delivery and assessment	English
Mode of study, length of study and normal start month	1 or 2 years, Spring term
Professional, statutory or regulatory body	N/A
QAA subject benchmark group(s) Higher Education Credit Framework for England	N/A
Birkbeck Course Code	TPCCURCJ_C
HECoS Code	100918
Start date of programme	2020-21
Date of programme approval	Spring 2020
Date of last programme amendment approval	December 2021
Valid for academic entry year	**2025-26**
Programme Director	Sarah Thomas
Date of last revision to document	10 December 2021

Admissions requirements

The entry requirement is a second class (2.2) degree in a relevant subject or equivalent (for example, professional experience).

We welcome applicants without traditional entry qualifications as we base decisions on our own assessment of qualifications, knowledge and previous work experience. We may waive formal entry requirements based on judgement of academic potential.

Course aims

The course aims to provide students with:

- A solid grasp of key issues in curating and in collections management
- Foundational skills in curating and collections management
- Insight into the different working practices of various museums and galleries
- An opportunity to research and test ideas for exhibitions
- Skills in research, writing, and documentation that are specifically geared to a museums or galleries context
- A basis for professional work,

Course structure

Students take two modules:

- Curating (30 credits)
- Collections Management (30 credits)

Each module will be taught in the daytime over one intensive week. The programme can be taken in 1 year or 2, and for students taking the programme in two years, the modules can be taken in any order.

Level	Module Code	Module Title	Credit	Comp Core/ Option	Likely teaching term
Full-time – 1 year					
7	ARVC272S7	Collections Management	30	Core	2
		AND			
7	ARVC273S7	Curating	30	Core	2
Part-time – 2 years					
Year 1					
7	ARVC272S7	Collections Management	30	Core	2
		OR			
7	ARVC273S7	Curating	30	Core	2
Year 2					
7	ARVC273S7	Curating	30	Core	2
		OR			
7	ARVC272S7	Collections Management	30	Core	2

Core: Module must be taken and passed by student
Compulsory: Module must be taken but can be considered for compensated credit (see CAS regulations paragraph 24)
Option: Student can choose to take this module

How you will learn

Your learning and teaching is organised to help you meet the learning outcomes (below) of the course. As a student, we expect you to be an active learner and to take responsibility for your learning, engaging with all of the material and sessions arranged for you.

Each course is divided into modules. You will find information on the virtual learning site (Moodle, see Academic Support below) about each of your modules, what to expect, the work you need to prepare, links to reading lists, information about how and when you will be assessed.

The programme consists of two intensively taught one-week modules. Students are able to take both modules consecutively on a FT basis; or chose the PT route taking one module each year.

Each intensive module is delivered across a concentrated five-day period.

Morning sessions are held in the classroom from 10am to 1pm, with the first ninety minutes consisting of a tutor-led seminar, followed by a further ninety minutes of practical, task-oriented group work / discussion. Students complete ten hours of directed learning prior to the commencement of the module.

Tutor-led museum and gallery visits take place each afternoon.

How we will assess you

Assessment is used to enhance your learning rather than simply to test it. Assessment on this course consists of a piece of project coursework for each module. For Collections Management, students document a museum bequest according to accredited museum standards. For Curating Practice, students devise their own exhibition project.

Learning outcomes (what you can expect to achieve)

'Learning outcomes' indicate what you should be able to know or do at the end of your course. Providing them helps you to understand what your teachers will expect and also the learning requirements upon which you will be assessed.

At the end of this course, you should be able to:

Subject Specific:
- Demonstrate an understanding of the fundamental principles of collections management and the role and responsibilities of the curator within the modern museum and gallery context;
- Understand the principles of museum collecting today, and their relevance to managing a collection;
- Catalogue an object to museum standards;
- Draw on theoretical concepts to understand the methodologies of collections management and care;
- Select objects and create coherent narratives with them;
- Understand the fundamental principles of object interpretation;
- Engage constructively in current debates concerning curatorship and its changing nature;
- Identify some of the challenges faced by the museum and gallery curator and collections manager today;

Intellectual:
- Communicate professionally (both orally and in writing);
- Apply theoretical arguments to focussed areas of research;

Practical:
- Debate in an atmosphere of open discussion;
- Understand the fundamental role and purpose of a collections database;

Personal and Social:
- Manage time effectively;
- Understand the importance of precision and attention to detail

Careers and further study

Graduates of this course can pursue career paths in:

- museums and galleries
- the media
- the charitable sector
- academic research.

Our recent graduates have found employment in the Jewish Museum, Geffrye Museum, English National Opera and Bishopsgate Institute as:

- educators
- curators
- archivists.

Birkbeck offers a range of careers support to its students. You can find out more on the careers pages of our website.

Academic regulations and course management

Birkbeck's academic regulations are contained in its Common Award Scheme Regulations and Policies published by year of application on the Birkbeck website.

You will have access to a course handbook on Moodle and this will outline how your course is managed, including who to contact if you have any questions about your module or course.

Support for your study

Your learning at Birkbeck is supported by your teaching team and other resources and people in the College there to help you with your study. Birkbeck uses a virtual learning environment called Moodle and each course has a dedicated Moodle page and there are further Moodle sites for each of your modules. This will include your course handbook.

Birkbeck will introduce you to the Library and IT support, how to access materials online, including using Moodle, and provide you with an orientation which includes an online Moodle module to guide you through all of the support available. You will also be allocated a personal tutor and provided with information about learning support offered within your School and by the College.

Please check our website for more information about student support services. This covers the whole of your time as a student with us including learning support and support for your wellbeing.

Quality and standards at Birkbeck

Birkbeck's courses are subject to our quality assurance procedures. This means that new courses must follow our design principles and meet the requirements of our academic regulations. Each new course or module is subject to a course approval process where the

proposal is scrutinised by subject specialists, quality professionals and external representatives to ensure that it will offer an excellent student experience and meet the expectation of regulatory and other professional bodies.

You will be invited to participate in an online survey for each module you take. We take these surveys seriously and they are considered by the course team to develop both modules and the overall courses. Please take the time to complete any surveys you are sent as a student.

We conduct an annual process of reviewing our portfolio of courses which analyses student achievement, equality data and includes an action plan for each department to identify ongoing enhancements to our education, including changes made as a result of student feedback.

Our periodic review process is a regular check (usually every four years) on the courses by department with a specialist team including students.

Each course will have an external examiner associated with it who produces an annual report and any recommendations. Students can read the most recent external examiner reports on the course Moodle pages. Our courses are all subject to Birkbeck Baseline Standards for our Moodle module information. This supports the accessibility of our education including expectations of what information is provided online for students.