



## REASONS WHY WE'RE BETTER...

**FLEXIBLE STUDY MODES**  
DESIGNED TO FIT AROUND YOUR  
BUSY LIFE. STUDY ONLINE,  
PART-TIME OR FULL-TIME.

**ABERDEEN IS SCOTLAND'S  
THIRD BIGGEST CITY WITH  
A HIGH QUALITY OF LIFE.**



**INFORMED BY INDUSTRY**  
OUR BUSINESS COURSES ARE  
DIRECTLY INFORMED AND ENDORSED  
BY THOSE WORKING IN INDUSTRY.

**INNOVATIVE RESEARCH**  
WE OFFER HIGH QUALITY  
RESEARCH WITH A  
REAL-WORLD FOCUS.

**ACCREDITED COURSES**  
THE MAJORITY OF OUR  
COURSES HAVE ACCREDITATION  
BY PROFESSIONAL BODIES.  
A SIGN OF HIGH QUALITY.

**SUCCEED IN YOUR CAREER**  
WE PRODUCE HIGH-CALIBRE  
GRADUATES WITH HIGHLY  
DESIRABLE SKILLS WHO ARE  
SNAPPED UP BY RECRUITERS  
AND HEAD-HUNTED BY THE BEST  
IN THE BUSINESS.



**AN INSPIRATIONAL  
LEARNING  
ENVIRONMENT**



**£120 MILLION  
INVESTMENT  
IN OUR AMAZING  
RIVERSIDE CAMPUS**

**20% ALUMNI DISCOUNT**  
RGU GRADUATES GET A 20%  
DISCOUNT ON POSTGRADUATE  
COURSE FEES. APPLIES TO BOTH  
HOME AND OVERSEAS ALUMNI.

## ABERDEEN BUSINESS SCHOOL INFORMATION MANAGEMENT

We offer a variety of specialist business courses with flexible modes of study, including online or full-time to fit around your needs.

We have a range of flexible entry study options available for those who have relevant experience, as well as for those with previous qualifications.

Whether you have recently graduated, want professional accreditation, are looking to retrain or develop your career – whatever your reasons for further study – we have an excellent reputation for producing high-calibre graduates with transferable skills that can enhance careers.

### WHO IS THIS BOOKLET FOR?

This booklet is for individuals considering a full-time, part-time or online postgraduate taught course. See the full course list at [www.rgu.ac.uk/better](http://www.rgu.ac.uk/better)

If you are a business owner or HR manager seeking information on customised training please contact [business@rgu.ac.uk](mailto:business@rgu.ac.uk)

If you are considering a research degree, please visit the postgrad research webpage. [www.rgu.ac.uk/postgraduate-research](http://www.rgu.ac.uk/postgraduate-research)

### WELCOME FROM THE DEAN

The decision to undertake further study is a major one. Choosing the right programme that fits with your educational and career development aims is very important. At Aberdeen Business School we have one of the strongest portfolios of quality courses. Our courses are accredited by the Association of MBAs (AMBA), Chartered Institute of Personnel and Development (CIPD) and The Institute of Export.

Reflecting our vocational strength we are accredited by and have links to The Chartered Institute of Public Relations (CIPR), the Chartered Institute of Library and Information Professionals (CILIP), Chartered Institute of Arbitrators (CI Arb), and The Chartered Institute of Purchasing and Supply (CIPS).

It is for this reason that around 1,100 candidates from over 90 countries join our postgraduate programmes each year. Our courses add real value in the labour market and allow you to differentiate yourself. Our graduates find our programmes challenging, but also invigorating and enjoyable. Whether you are a recent graduate wishing to develop a career path or whether you are an experienced candidate returning to study, there is a course for you.

**Professor Rita Marcella**  
Dean, Aberdeen Business School



# AN OUTSTANDING REPUTATION

**WE'RE ONE OF THE TOP UK UNIVERSITIES FOR POSTGRADUATE EMPLOYABILITY, WITH A 98.5% EMPLOYMENT RATE**

HESA Destination of UK Leavers' Survey 2013/14

## OUTSTANDING REPUTATION

Aberdeen Business School (ABS) is one of the leading providers of management and professional business education in Scotland. The achievements and continuing success of our graduates in their careers is a true mark of the high quality and recognition given to the postgraduate and undergraduate programmes delivered at the School.

Aberdeen Business School has established links with industry, commerce and the public sector which enables us to design practical, innovative courses which offer students an exceptional learning experience. Our reputation is built on providing employers with professional individuals who have the best technical and personal skills and fully prepares our graduates for their chosen career.

## STRONG LINKS TO INDUSTRY

We work closely with employers at every stage, from course development and accreditation, to guest speakers and commercial collaborations with industry. We are committed to successful working partnerships with partner agencies and employers across different sectors throughout the world. These partnerships ensure that all our courses are always timely and relevant.

## BEST RIVERSIDE CAMPUS IN EUROPE

We have a reputation amongst our students for providing a friendly, supportive and stimulating learning environment based at Garthdee on the banks of the beautiful River Dee. The riverside is home to deer, otters, heron and other wildlife. Our campus has beautiful woodland walkways and parkland, connecting our modern, stylish buildings. In twenty minutes you can be in the vibrant city centre of Aberdeen, or surrounded by scenic hills and picturesque countryside.

In the past decade, the University has invested more than £120 million to improve its facilities. We consider our riverside campus to be one of the most attractive campuses in the UK and one of Europe's finest.

Watch our campus video from the air:

[www.rgu.ac.uk/aerial-view](http://www.rgu.ac.uk/aerial-view)

Take a virtual tour of our modern facilities at:

[www.rgu.ac.uk/virtualtours](http://www.rgu.ac.uk/virtualtours)

Or come and see the campus for yourself by registering to attend one of our postgraduate events. [www.rgu.ac.uk/better](http://www.rgu.ac.uk/better)

## ACADEMIC EXPERTS

We're proud of our teaching staff; proud of their quality and academic achievements as well as the practical experience they have in their area. Our professors, lecturers and tutors combine first-class qualifications with time spent in business or industry. They offer insight from both worlds – the theoretical and practical – to help inspire you.

## FLEXIBLE LEARNING

We deliver both on-campus and online courses, providing you with flexible study options to fit in with work and other commitments. Study options include full-time, part-time or online.



The Department of Information Management is an ischool - the world's leading group of Information Science departments.



## OUR AFFILIATIONS AND PROFESSIONAL LINKS

We have a strong portfolio of quality courses. The accreditation of these by the professional bodies is verification of the calibre and quality of our postgraduate courses. Please see individual course pages for full information.

Robert Gordon University consistently appears in the QS University World Ranking, and our MBA programmes now feature in the QS Top 40 MBA Ranking 2014/15.

# FLEXIBLE STUDY TO SUIT YOUR BUSY LIFE

When considering further study, it is important to also consider the mode of study which best suits your needs. We deliver the equivalent learning experience across all our modes of study, offering a variety of different options, allowing you to gain the qualifications you need in a way that suits you.

We will consider both your existing qualifications and relevant experience to map out a study route to suit your career aspirations.

## Full-time study

This is the quickest route and requires full attendance for the duration of the programme. Allows you to gain the knowledge and skills you require within the shortest amount of time.

## Part-time study

If you are looking to continue working during your studies or have other commitments, this option allows you to incorporate studying with other responsibilities. Part-time courses run alongside the full-time programmes and split the same modules across the length of the course.

## Flexible online study

If you are unable to study on campus, we offer an online study mode via Campus Moodle, our virtual learning environment.

It is a valuable tool that provides an integrated package of resources and facilities to all of our students via the internet. You will be able to interact with fellow students and tutors through innovative technologies including podcasts, videos, chat and discussion forums. You will be taken through an induction by tutors at the beginning of each programme.

[www.rgu.ac.uk/campusmoodle](http://www.rgu.ac.uk/campusmoodle)

Online students have a strong sense of community through the use of discussion forums, chat and group working areas. Some courses also have optional periods of attendance where students are invited on campus to meet fellow students, staff, use facilities and participate in workshops. Download our guide to online learning at: [www.rgu.ac.uk/better-online](http://www.rgu.ac.uk/better-online)

## QUALIFICATIONS EXPLAINED

If you don't want to commit to studying a full Masters degree, you can complete single modules and work towards the following exit awards:

### Graduate Certificate (Gradcert)

This is an access to Masters course. The award of a Graduate Certificate in Management Studies is equivalent to SVQ level 4/SCQF level 9 management training. The three modules are studied one at a time, over one academic year, and are assessed by a course work assignment at the end of each module.

### Postgraduate Certificate (PgCert)

Award granted on completion of modules that accumulate to 60 credits.

### Postgraduate Diploma (PgDip)

Award granted on completion of modules that accumulate to 120 credits. If you get a diploma you will have gained 120 of the 180 credits you need for a masters degree.

### Masters (MSc/MBA)

Award granted on completion of modules that accumulate to 180 credits and typically includes a dissertation. This will enable you to consolidate and apply the skills and knowledge gained in your earlier postgraduate study.

### Doctorate (PhD/PD)

Application is normally to MSc/MRes with transfer to a PhD dependent on satisfactory progress around 12 months.

# WHAT OTHERS SAY ABOUT US

I began my studies in September after spending several years in the field of records management here in the Caribbean.

As a full-time employed professional, husband and father with two young children, I was delighted that I could undertake studies in my field of choice through distance learning.

The information and knowledge I encountered, as well as the counsel of the academic and programme staff has been like a breath of fresh air.

The programme, in addition to the cutting edge educational resources, also provides access to and support from a corp of professionals who are there to ensure that you are successful in your studies.

Even at the end of this programme, I would not hesitate to consider further studies with RGU.

**Emerson O. Bryan,**  
Information and Documentation  
Management Officer

Office of Trade Negotiations,  
Caribbean Community (CARICOM)  
Secretariat Barbados

MSc Information Management

Having a depth and breadth of knowledge about how information is managed, used, stored and secured is a key component to any executive's success.

Information and harnessing its value, power and relevance is what fuels any organisation that wants to succeed.

As a CEO and Registrar, I have appreciated the RGU approach to making information management courses relevant for today's ever-changing work environment and challenging us all to think differently about how we manage information.

**Cynthia Johansen,**  
Registrar AND CEO,  
College of Registered Nurses  
of British Columbia

The MSc Information Management course at RGU allowed me to acquire new knowledge while consolidating and validating things I already knew, that I could incorporate immediately into my present job.

As a part-time distance learner with children and a full-time job, the support and education I received from my lecturers was invaluable.

**Bolanle Akinbileje,**  
Business Analyst,  
London & Quadrant Housing Trust

# CAREER OPTIONS IN... INFORMATION MANAGEMENT

Information managers have a key strategic role in organisations and handle all kinds of information including scientific, technical, legal, commercial, financial and economic. They organise, manage and develop information products and systems, which are used to store, analyse and retrieve data. Information managers work primarily with electronic resources and ICT systems, and increasingly less with paper-based ones.

## INFORMATION OFFICER

An information officer manages and develops the procurement, supply and distribution of information for an organisation or client in support of their needs or objectives. Services may be provided internally and/or externally and deal with electronic information, especially online databases and internet resources, as well as traditional library materials.

## INFORMATION SCIENTIST

Information scientists organise, manage and develop information systems, which are used to store, analyse and retrieve data for clients. They work primarily with electronic resources and ICT systems, to source and research the information that is required. They also develop new systems such as databases and are often involved in the creation of web content.

## RECORDS MANAGER

A records manager is responsible for the management of an organisation's records and increasingly involves advising on records management issues. There is also an increased understanding of the value of effective knowledge and information management, particularly in the corporate sector. The demands of legislation, such as the Data Protection Act and the Freedom of Information Act, have also broadened the reach of this role.

## DIGITAL CURATOR

Digital Curators work in a variety of sectors and ensure the preservation and long-term access to digital information assets such as library and museum collections, industry or academic and research data. Digital Curators have technical, leadership, project management and communication skills and may oversee all stages of digital curation from the conversion of artefacts in physical format to digital, through to facilitating access within the context of changing technologies and standards.

## KNOWLEDGE MANAGER

Knowledge managers are responsible for strategic issues related to learning, business intelligence, intellectual assets and agility. Often this also involves influencing organisational culture to enable better knowledge sharing. This may include introducing advanced practices to improve knowledge creation and sharing, such as tools for building a corporate memory, enabling virtual forums, stewarding communities of practice, and assisting with informal learning.

## LIBRARIAN

A librarian is responsible for the acquisition, organisation, promotion and dissemination of a wide range of resources to meet the diverse needs of library users. Typical activities include: creating, updating and managing information resources – both electronic and printed; managing budgets; dealing with enquiries and assisting library users; and maintaining relationships with external agencies.

## ARCHIVIST

Archivists acquire, manage and maintain documents and other materials that have historical importance for individuals, organisations and nations. The role is key in preserving memories and records that shape various groups within society. Archives are held by many organisations including local and national government, businesses and academic institutions. They may include papers, maps, photographs and films. Recently a large part of the role is related to making information accessible to users, increasingly in digital format.

## INFORMATION SYSTEMS MANAGER

An information systems manager is responsible for the computer systems within a company, overseeing installation, ensuring backup systems operate effectively, purchasing hardware and software, providing the ICT technology infrastructures for an organisation, and contributing to organisational policy regarding quality standards and strategic planning. They work in every size of organisation and industry, usually with technicians, programmers and database administrators.

## SYSTEMS LIBRARIAN

A systems librarian is responsible for maintaining the variety of systems within the library. They manage all library systems including upgrades to library catalogues, electronic research databases and the website of the library. Systems librarians support staff with training and use of these systems. They will also create online services for specific purposes such as subject guides, periodicals search and online tutorials. Often they will also obtain and evaluate statistics and present reports to improve the use of library systems.

## DOCUMENT CONTROLLER

Document controllers (or document specialists) work across a wide variety of industries including biotechnology, financial, clinical and technological. Document control consists of managing all commercial and technical documents within an organisation; implementing processes and tools; providing system reports; maintaining and updating electronic information systems; distributing documents; and ensuring accuracy of all documentation – all of which are essential functions of this role. Ensuring regulatory procedures and changes are followed is also an essential part of the job.

## LEARNING AND DEVELOPMENT CO-ORDINATOR

A learning and development co-ordinator will have responsibility for the development and enhancement of organisational learning programmes. This will require individuals with with strong written and verbal communication skills as well as a sound knowledge of teaching and learning in an organisational context. This type of role is now found in many different types of organisation from commercial to not-for-profit organisations, including local authorities and charities.



# ENHANCE YOUR CAREER

## CAREER PROSPECTS

Our relentless focus on professional education means our graduates are not just ready to work, but are also equipped to make an enduring and valuable contribution to industry and the professions on a regional, national and global scale. We believe it is our inspirational teaching and practical courses that make our graduates such desirable candidates.

RGU has gained its position as top UK university for graduate employment through close links with industry and other employers.

## CAREERS & EMPLOYABILITY CENTRE

We have a dedicated centre with a team of career consultants, offering a full range of services to assist individual career planning, job searching and employability needs.

Employers are keen to speak to our students directly and to facilitate this we arrange on-campus recruitment and applications skills presentations where employers can raise the profile of their company and provide more information on the opportunities that they have as well as the benefits of working for that company.

Full in-depth career mentoring and careers guidance sessions are available to current students. For more information, please visit: [www.rgu.ac.uk/careers](http://www.rgu.ac.uk/careers)

## CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Lifelong learning is considered to be an integral part of personal development, and allows you to keep abreast of innovation within your field.

We provide a range of short course modules, teaching and CPD programmes, delivered in a variety of study modes. Find out what we offer at:

All CPD courses can be found at: [www.rgu.ac.uk/profdev](http://www.rgu.ac.uk/profdev)

For more information please email: [ABSpostgrad@rgu.ac.uk](mailto:ABSpostgrad@rgu.ac.uk)

## TAILORED DEVELOPMENT FOR ORGANISATIONS

Our dedicated professional development team can provide tailored CPD opportunities to meet the needs of organisations, including bespoke education and training delivered in the workplace. We offer consultations to help plan CPD activities, online and blended learning for your business.

If you are responsible for the development of your staff and would like to know more about this service, please visit: [www.rgu.ac.uk/business-services](http://www.rgu.ac.uk/business-services)

## PROFESSIONAL STUDIES FRAMEWORK

The Professional Studies Framework (PSF) enables students who have successfully undertaken modules and earned academic credit to use that credit to gain an academic award. For further information, please go to: [www.rgu.ac.uk/psf](http://www.rgu.ac.uk/psf)

# WORLD-CLASS RESEARCH

## DEPARTMENT OF INFORMATION MANAGEMENT RESEARCH THEMES:

DIGITAL CULTURAL HERITAGE

INFORMATION LITERACY

INFORMATION USABILITY AND ACCESSIBILITY

KNOWLEDGE MANAGEMENT

KNOWLEDGE ORGANISATION

SOCIAL MEDIA AND POLITICAL ENGAGEMENT

Discover more about our research areas at:  
[www.rgu.ac.uk/research](http://www.rgu.ac.uk/research)



# ABERDEEN BUSINESS SCHOOL RESEARCH

At Aberdeen Business School, our research focuses on the characteristics, development and impact of information literacies in different contexts. These include schools, corporate and professional workplace environments (the "Making Connections" programme), as well as Higher Education. This research has been supported by grants from a wide range of sources including ESRC, SES, Resource, Scottish Government and ITSN-ICS and is published in peer-reviewed journals in information and education disciplines. Our Research degrees combine taught elements with practice-focused research. As part of our wider research development strategy, degree student numbers continue to grow, and we now offer three doctoral degrees:

- Doctor of Philosophy (PhD)
- Doctor of Business Administration (DBA)
- Doctor of Information Science (DInfSci)

As part of undertaking your Doctoral degree at ABS, you will be expected to undertake a PGCert in Research Methods and will receive training in qualitative and quantitative methods. As a result of our continued membership of the Scottish Graduate School, research students are entitled to access specialist master classes across Scotland, and are actively encouraged to present their research at conferences globally.

We provide:

- A supervisory team to guide and direct study
- Purpose-built research student facilities
- Research degree co-ordinators to look after student needs
- Independent assessors to monitor and help keep progress on track

For further information, Contact:  
 Professor Seonaidh McDonald  
[s.mcdonald@rgu.ac.uk](mailto:s.mcdonald@rgu.ac.uk)

## INFORMATION MANAGEMENT

The Research Mission of the department of Information Management is to develop understanding of the use and impact of information and knowledge, leading to information solutions that empower individuals, organisations and communities. We are committed to the pursuit of excellence in information and knowledge management research of relevance to social, cultural and economic development. In line with our Research Mission, we organise and run the biennial, international Information: Interactions and Impact (i3) Conference. Full details of the conference available here: [www.rgu.ac.uk/i3conference2015](http://www.rgu.ac.uk/i3conference2015)



# INFORMATION STUDIES

(Graduate Certificate)

## KEY DETAILS



### STUDY OPTIONS

Online, 1 year



### START DATE

September



### FEES AND FURTHER INFORMATION

[www.rgu.ac.uk/gradcertinfo](http://www.rgu.ac.uk/gradcertinfo)



### CONTACT

For more information, contact us:  
[Infomanagement@rgu.ac.uk](mailto:Infomanagement@rgu.ac.uk)

**THE COURSE HAS NOT ONLY PROVIDED ME WITH PROFESSIONAL KNOWLEDGE AND PRACTICAL SKILLS TO WORK WITHIN THE INFORMATION FIELD, IT HAS ALSO PREPARED ME FOR THE DEDICATION AND COMMITMENT NEEDED TO CONTINUE TO THE MASTERS LEVEL. WITHOUT THE GCIS QUALIFICATIONS AND THE SUPPORT AND PATIENCE OF THE TUTORS AT RGU, I COULD NOT HAVE REACHED THE LEVEL I AM AT TODAY.**

**NICOLE BOYCE  
GRADUATE CERTIFICATE INFORMATION  
STUDIES STUDENT**

## COURSE OVERVIEW

This innovative course provides flexible entry to an education in the library and information management field.

The course has been designed as an access route for those with work experience in the sector who do not currently have the necessary educational qualifications in this area.

On completion of the Graduate Certificate, students are able to gain access to any of our Masters Degree courses at the Department of Information Management (Information and Library Studies, Information Management, Digital Curation and Organisational Learning) and also enhances professional career development.

The entire course is delivered online, allowing you to fit study around your lifestyle, and to interact with tutors and fellow students from all over the world.

You will be able to apply your current work experience within the modules. This approach allows you to critically examine the day-to-day workings of your own organisation and identify the different functions in the service relevant to the course.

It also encourages you to consider any practical problems that may arise in the execution of any tasks and reflect critically on the value of your contribution within the organisation.

## HOW YOU WILL LEARN

### Online Distance Learning

Our supported distance learning mode of delivery allows you to study online from any location and is designed to fit in around your work commitments.

**APPLY ONLINE AT  
[WWW.RGU.AC.UK/APPLYONLINE](http://WWW.RGU.AC.UK/APPLYONLINE)**

## WHAT YOU WILL STUDY

The overall aim of the access course is to develop an understanding of the nature and characteristics of information in contemporary society and to explore the fundamental principles, concepts and methodologies in managing it effectively. The access course also aims to develop the study, research and learning skills of the students in order to prepare them for Masters level study.

You will study four modules over the academic year, each one assessed with a coursework assignment when the module ends.

- Information Society
- Information Technology
- Information Literacy
- The Management Of Organisational Knowledge

## CAREER OPPORTUNITIES

Completing this course will also provide you with access to our CILIP accredited courses allowing you to develop your career further and venture into diverse job roles. You will be able to incorporate study with your other commitments whilst working towards a formal qualification.

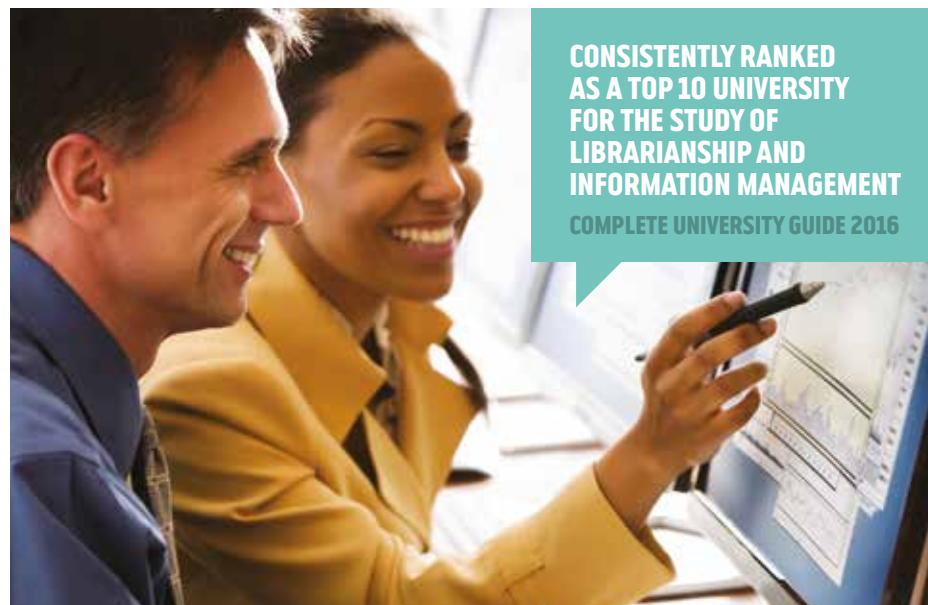
## BENEFITS TO YOU

The award of Graduate Certificate Information Studies given on completion of this course has been promoted by The Chartered Institute of Library and Information Professionals as a means of wider access to professional qualifications.

## WHO SHOULD APPLY?

You do not require any formal academic qualifications but will require appropriate work experience in the field of information management.

International students for whom English is not their first language will be required to provide proof of their linguistic ability, in the form of IELTS 6.5 or equivalent.



**CONSISTENTLY RANKED  
AS A TOP 10 UNIVERSITY  
FOR THE STUDY OF  
LIBRARIANSHIP AND  
INFORMATION MANAGEMENT  
COMPLETE UNIVERSITY GUIDE 2016**



# PETROLEUM DATA MANAGEMENT

(Graduate Certificate)

(subject to validation)

## KEY DETAILS



### STUDY OPTIONS

Online, 1 year



### START DATE

September



### FEES AND FURTHER INFORMATION

[www.rgu.ac.uk/datamanagement](http://www.rgu.ac.uk/datamanagement)



### CONTACT

For more information, contact us:  
[Infomanagement@rgu.ac.uk](mailto:Infomanagement@rgu.ac.uk)



## COURSE OVERVIEW

This innovative new course developed in collaboration with CDA (Common Data Access Ltd) provides flexible entry to an education in the field of petroleum data management.

The course has been designed as an access route for those with relevant work experience in the energy sector who do not currently have the necessary qualifications in this area. The course facilitates access to any of our Masters Degree courses available from the Department of Information Management (Information Management, Digital Curation, Information and Library Studies, and Organisational Learning), and enhances professional career development.

You will be able to draw upon your current and previous work experience within the modules. This approach will allow you to analyse both the organisation and its approach to petroleum data management, and to utilise the course content to improve strategic organisational effectiveness. In addition, it encourages you to consider any practical problems that may arise in the execution of any activities, and to reflect critically on the value of your own organisational input.

## HOW YOU WILL LEARN

The course will be offered online. Our supported distance learning mode of delivery allows you to study online from any location and is designed to fit in around any existing work commitments. on group-related activities.

## WHAT YOU WILL STUDY

The Petroleum Data Management Graduate Certificate aims to promote the understanding of subsurface exploration and production data and evaluate its importance to upstream oil and gas businesses. The course focuses on managing subsurface exploration and production data throughout its life cycle from capture to realisation until it becomes obsolete.

You will study four modules over the academic year, each assessed through coursework assignments:

- Managing Subsurface Exploration and Production Data
- The Data Management Life Cycle
- Providing Data Management Services
- Data Quality and Governance

## CAREER OPPORTUNITIES

There is a growing recognition of the need for more effective data management in the energy sector. In addition to gaining a recognised industry-focussed qualification, this course will also provide access to our CILIP accredited courses allowing you to develop your knowledge and career further, and to undertake a diverse range of roles in the energy sector including:

- Data analyst
- Information scientist
- Records manager
- Document controller

## BENEFITS TO YOU

The award of Graduate Certificate Petroleum Data Management given on completion of this course has been promoted by CDA as a means of promoting the professionalisation of data managers within the energy sector.



**APPLY ONLINE AT**  
[WWW.RGU.AC.UK/APPLYONLINE](http://WWW.RGU.AC.UK/APPLYONLINE)

# MSc DIGITAL CURATION

(PgCert/PgDip/MSc)

This course is closed for applications in academic year 2016/17

## KEY DETAILS



### STUDY OPTIONS

Online, 3 years



### START DATE

September and January



### FEES AND FURTHER INFORMATION

[www.rgu.ac.uk/digitalcuration](http://www.rgu.ac.uk/digitalcuration)



### CONTACT

For more information, contact us:  
[Infomanagement@rgu.ac.uk](mailto:Infomanagement@rgu.ac.uk)



### ACCREDITATION

**cilip**



## COURSE OVERVIEW

The CILIP accredited MSc Digital Curation course has been designed to equip students with theoretical knowledge and practical skills to ensure the long-term preservation and maintenance of digital data and information.

The Masters course has been developed to cover key professional skills including: technological developments, knowledge organisation, stakeholder engagement, data governance and project management.

Digital Curation is essential because of the huge increase in digital information and the need for organisations to add value to digital assets to ensure they can be: stored, accessed, reused and transformed for future research, business and cultural applications.

Digital Curation also enables new opportunities for data visualisation, user engagement and for the co-production of content.

The course has relevance to multiple industries including: business data management, cultural and heritage organisations, the library and information science sector (including academic research data management) and public sector data management.

The course has been developed in close consultation with leading Digital Curation practitioners. Students benefit from guest presentations and opportunities to engage with relevant organisations to develop professional practices.

## BENEFITS TO YOU

The course is accredited by the Chartered Institute of Library and Information Professionals (CILIP). By completing this Masters degree, students attain a qualification that is accredited by the Chartered Institute of Library and Information Professionals, an accreditation recognised by professional bodies around the world, including the American Library Association, the Canadian Library Association and the Australian Library and Information Association.

## FLEXIBLE ONLINE LEARNING

Our supported online learning mode allows you to study online from any location and is designed to fit in around your work commitments. Busy professionals can study at their own pace. You will be taught and supported by experienced industry professionals who will recreate the same challenging interactive format of the on-campus courses for those studying at a distance.

Our virtual learning environment, Campus Moodle offers students flexibility of where and when they can study, offering full and open access to tutors and other class members. Students have the benefit of being part of a group of learners with the invaluable opportunity to participate in active, group-related learning within a supportive online community setting.

## WHAT YOU WILL STUDY

- Knowledge Organisation
- Concepts and Theories of Digital Curation
- Project Management for Digital Curation
- Digital Curation Technologies
- Research Methods
- User Participation and Engagement
- Digital Curation Governance
- System Development for Digital Curation

## Choose one of the following:

- Dissertation
- Digital Curation Masters Project

## CAREER OPTIONS

There is growing recognition, in the public and private sectors, of the need for more effective digital asset management in terms of the creation, preservation and exploitation of digital data. Here are a small sample of roles that graduates of the MSc Digital Curation may find employment in:

- Digital Curation Service Manager
- Curation Tools and Services Developer
- Digital Heritage Officer
- Research Archive Manager
- Multimedia Systems Business Analyst
- Metadata Curator
- Digital Resources Specialist

## WHO SHOULD APPLY?

The course is ideal for students who possess an undergraduate Honours degree in any discipline. Other qualifications and experience will be considered with entry being subject to the University's judgement that the person has reasonable expectation of being able to fulfil the requirements of the award. In certain circumstances, students with ordinary degrees who have extensive appropriate work-experience within the sector can be admitted to a particular course.

All international students, for whom English is not their first language, must provide evidence of linguistic ability, by gaining either IELTS 6.5 or equivalent prior to receiving an unconditional offer of a place on the course.

**APPLY ONLINE AT**  
[WWW.RGU.AC.UK/APPLYONLINE](http://WWW.RGU.AC.UK/APPLYONLINE)

# MSc INFORMATION AND LIBRARY STUDIES

(PgCert/PgDip/MSc)

## KEY DETAILS



### STUDY OPTIONS

Full-time, 1 year  
Online/part-time on campus, 3 yrs



### START DATE

Sep (FT/PT/Online) & Jan (Online)



### FEES AND FURTHER INFORMATION

[www.rgu.ac.uk/informationlibrary](http://www.rgu.ac.uk/informationlibrary)



### CONTACT

For more information, contact us:  
[Infomanagement@rgu.ac.uk](mailto:Infomanagement@rgu.ac.uk)



### ACCREDITATION

**cilip**



**I PRESENTED A PAPER AT THE GRAMPIAN INFORMATION CONFERENCE - A NETWORKING OPPORTUNITY THAT YOU DON'T USUALLY GET WHEN YOU'RE A STUDENT, IT WAS A BIG BONUS.**

**IAN GOLIGHTLY**  
MSc INFORMATION AND LIBRARY STUDIES

## COURSE OVERVIEW

The course will enable you to obtain a professional qualification accredited by the Chartered Institute of Library and Information Professionals (CILIP) and recognised by the profession worldwide.

Our Librarianship and Information Management courses have been rated **Top in the UK for Librarianship and Information Management** in The Complete University Guide 2014 subject tables.

This course has been one of the enduring successes of Robert Gordon University, bringing together a mixture of theory and practice that replicates activities found in the workplace.

It attaches strong importance to producing creative and reflective practitioners and prepares students for a wide range of employment opportunities, ranging from traditional librarianship to information management and research. To this end, a variety of research methods and techniques are taught and our students are equipped with a broad range of managerial, professional and technological knowledge and skills.

The course is available to study full-time, part-time, or by distance learning. It also offers a four-week placement opportunity for full-time students. Virtual placement projects can also be organised for distance-learners.

## HOW YOU WILL LEARN

### Full-time study

In full-time mode, you will learn through a combination of lectures, seminars and workshop sessions. These comprise of a mix of group study, discussion, simulation and presentations of findings by teams and individuals. You will work as an individual and also as part of a team on case studies, team activities, presentations and discussions.

Access to our virtual learning environment, Campus Moodle, is also provided giving you access from home to learning materials (including videos, e-books and journals).

## Online study

Our supported online learning mode allows you to study online from any location and is designed to fit in around your work commitments.

Our virtual learning environment, Campus Moodle, offers students flexibility of where and when they can study, and the opportunity to interact with tutors and fellow students from around the world. Students have the benefit of being part of a group of learners with the invaluable opportunity to participate in active, group-related learning within a supportive online community setting.

## COURSE STRUCTURE

Full-time study on campus is completed in 12 months or part-time over 3 years. The course consists of the taught (Diploma) element and the Dissertation element. The taught part is composed of seven modules and once you have passed all of them you will be eligible for the Postgraduate Diploma. You can then proceed to the dissertation stage (worth 60 credits). Once it is successfully completed you are eligible for the MSc (a total of 180 credits).

Online distance learning / Part-time  
Online distance learning puts emphasis on online communication, collaboration and interaction are key elements of the learning experience. All the modules can be also taken on a free-standing basis through the Postgraduate Professional Studies Programme and may contribute to your own Continuing Professional Development (CPD).

## COURSE CONTENT

- Information Studies
- Digital Age
- Cataloguing and Classification
- Knowledge Organisation
- Managing Library Services
- Professional Fieldwork Placement
- Research Methods
- Dissertation

## CAREER OPPORTUNITIES

This course prepares the student to work or enhance their career in all aspects of the information sector. Our graduates now work in all parts of the information and library sectors, ranging from traditional librarianship to information management and research.

## WHO SHOULD APPLY?

The course is ideal for students who possess an undergraduate Honours degree in any discipline. Other qualifications and experience will be considered with entry being subject to the University's judgement that the person has reasonable expectation of being able to fulfil the requirements of the award. In certain circumstances, students with ordinary degrees who have extensive appropriate work experience within the sector can be admitted to a particular course.

All international students, for whom English is not their first language, must provide evidence of linguistic ability, by gaining either IELTS 6.5 or equivalent prior to receiving an unconditional offer of a place on the course.

In the case that an applicant does not fulfil the entry requirements an access route to the course is the Graduate Certificate Information Studies (Access Foundation pre-masters course). The Graduate Certificate starts in September.

Students who hold a Postgraduate Diploma in the same or similar from another academic institution can be accepted for the MSc on the basis of completing two taught modules: The Fieldwork Placement and Research Methods.

**APPLY ONLINE AT**  
[WWW.RGU.AC.UK/APPLYONLINE](http://WWW.RGU.AC.UK/APPLYONLINE)

# MSc INFORMATION MANAGEMENT

(PgCert/PgDip/MSc)

## KEY DETAILS



### STUDY OPTIONS

Online, 3 years



### START DATE

September and January



### FEES AND FURTHER INFORMATION

[www.rgu.ac.uk/infomanagement](http://www.rgu.ac.uk/infomanagement)



### CONTACT

For more information, contact us:  
[Infomanagement@rgu.ac.uk](mailto:Infomanagement@rgu.ac.uk)



### ACCREDITATION

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**I CHOSE ONLINE DISTANCE LEARNING BECAUSE I MOVED TO MALAYSIA WITH MY HUSBAND AND HAD A LEAVE OF ABSENCE FROM MY CURRENT JOB. THE FLEXIBLE NATURE OF THE COURSE IS A PERFECT FIT WITH MY CURRENT LIFESTYLE.**

**CHRISTINE E. EIKEBERG**  
MSc INFORMATION MANAGEMENT

## COURSE OVERVIEW

This course has been developed in direct response to feedback from employers and with close consultation from practitioners and professional bodies.

Our Librarianship and Information Management courses have been consistently ranked in the top 10 UK University's in The Complete University Guide 2016 subject tables.

The MSc Information Management has been designed to meet the requirements of students who are new to the subject as well as those who are seeking to enhance their existing levels of professional aptitude. The course will develop your abilities with relevant academic knowledge and practical skills, preparing you for career opportunities within the field of Information Management.

The course is available to study online by supported distance learning.

## PLACEMENT

You will have the opportunity to apply the skills and knowledge gained throughout the course into practice during your four-week work placement. You also have the option of working anywhere in the UK and within any type of organisation with information management requirements such as: oil and gas, police services, libraries, charities, arts organisations, media organisations and health boards.

If you are studying online, you can also consider a normal placement if currently in full-time employment or this can be organised via the placement office.

If you do wish to participate in a placement, we will organise (internal or external) virtual placement projects, which can be completed remotely.

For more information visit  
[www.rgu.ac.uk/absplacements](http://www.rgu.ac.uk/absplacements)

## FLEXIBLE ONLINE STUDY

The course is taught fully online through Campus Moodle the University's virtual learning environment (VLE). There is no requirement to personally attend the university at any point during the course.

Campus Moodle offers students flexibility of where and when they can study, offering full and open access to tutors and other class members. Students have the benefit of being part of a group of learners with the invaluable opportunity to participate in active, group-related learning within a supportive online community setting.

## BENEFITS TO YOU

The course is accredited by the Chartered Institute of Library and Information Professionals (CILIP). By completing this Masters degree, students attain a qualification that is accredited by the Chartered Institute of Library and Information Professionals, an accreditation recognised by professional bodies around the world, including the American Library Association, the Canadian Library Association and the Australian Library and Information Association.

## WHAT YOU WILL STUDY

- Information Studies
- Managing Information Services
- Database Construction and Use
- Knowledge Organisation
- Professional Fieldwork Placement
- Research Methods
- Networking
- Records Management
- Dissertation

## CAREER OPTIONS

You will be prepared for a career as an information professional, or more broadly, for work in a wide variety of organisational, consultancy and research roles which also demand expertise in information and knowledge management.

You will also have acquired practical experience in the use of new ICTs and develop personal awareness and skills of relevance to a variety of workplace roles; e.g. skills in information literacy, communication, group work and research. Recent graduates have gone on to take up specialist information management positions, such as Risk Intelligence Analyst, Document Controller, Information Manager, Data Analyst, Freedom of Information Support Analyst.

## WHO SHOULD ATTEND?

The course is ideal for students who possess an undergraduate honours degree in any discipline. Other qualifications and experience will be considered with entry being subject to the University's judgement that the person has reasonable expectation of being able to fulfil the requirements of the award.

All international students, for whom English is not their first language, must provide evidence of linguistic ability, by gaining either IELTS 6.5 or equivalent prior to receiving an unconditional offer of a place on the course.

**APPLY ONLINE AT**  
[WWW.RGU.AC.UK/APPLYONLINE](http://WWW.RGU.AC.UK/APPLYONLINE)

# MSc ORGANISATIONAL LEARNING

(PgCert/PgDip/MSc)

This course is closed for applications in academic year 2016/17

## KEY DETAILS



**STUDY OPTIONS**  
Online, 3 years



**START DATE**  
September



**FEES AND FURTHER INFORMATION**  
[www.rgu.ac.uk/orglearning](http://www.rgu.ac.uk/orglearning)



**CONTACT**  
For more information, contact us:  
[Infomanagement@rgu.ac.uk](mailto:Infomanagement@rgu.ac.uk)



**ACCREDITATION**

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**ORGANISATIONAL LEARNING, REFLECTS A GROWING AREA FOR ORGANISATIONS LOOKING TO EXPLOIT THE EMERGING DIGITAL ENVIRONMENT AND THE KNOWLEDGE THAT IS EMBEDDED WITHIN THE EXPERIENCES OF INDIVIDUALS.**

## COURSE OVERVIEW

The MSc Organisational Learning has been designed to equip you with theoretical knowledge and practical skills.

Organisational learning, reflects a growing area for organisations looking to exploit the emerging digital environment and the knowledge that is embedded within the experiences of individuals.

This course reflects key developments within the contemporary environment and seeks to provide a series of modules that reflects the context and content of these developments, in a consistent and practical way. Information Management and Human Resource Management are key disciplines represented within the course.

This course is suitable for graduates from any discipline or professionals currently working within the disciplines of learning and development or knowledge and information management.

## FLEXIBLE ONLINE STUDY

The course is an online degree taught via Campus Moodle, the university Virtual Learning Environment (VLE) which offers students flexibility of where and when they can study.

Campus Moodle offers full open access to tutors and other class members. Students have the benefit of being part of a group of learners with the invaluable opportunity to participate in active, group-related learning within a supportive online community setting.

All students are required to fully participate in their online learning experience and engage with the learning process. As online learners, students are part of a 'virtual cohort' and the communication and interaction amongst members of the cohort is a significant aspect of the learning process with a particular emphasis on group-related activities.

## BENEFITS TO YOU

The course represents an opportunity to study this growing and important discipline via a distance learning mode, allowing individuals to continue to actively develop their professional careers while studying.

The course structure will provide a chance to explore and develop an understanding of Organisational Learning that reflects current professional practice.

The course will have an input from both academics and practitioners within the discipline.

## WHAT YOU WILL STUDY

- Organisation Development
- Lifelong Learning and Development
- Developing the Learning Organisation
- Managing Knowledge as an organisational asset
- Knowledge-based Information System
- Learning Management Systems
- Professional Fieldwork Placement
- Research Methods
- Dissertation

## CAREER OPTIONS

Graduates of MSc Organisational Learning may find employment as:

- Learning and Development Assistants/ Co-ordinators/Managers
- Information and Knowledge Assistants/ Co-ordinators/Managers
- Organisational Development Assistants/ Co-ordinators/Managers
- Learning Solutions Assistants/ Co-ordinators/Managers

## WHO SHOULD ATTEND?

You should hold a good honours degree in a relevant subject. Applicants having a degree or degree equivalent qualification and relevant work experience at a suitable level within an organisation for an appropriate length of time may be considered, as may qualifications from an approved professional body.

All international students, for whom English is not their first language, must provide evidence of linguistic ability, by gaining either IELTS 6.5 or equivalent prior to receiving an unconditional offer of a place on the course.



**APPLY ONLINE AT**  
[WWW.RGU.AC.UK/APPLYONLINE](http://WWW.RGU.AC.UK/APPLYONLINE)

## HOW TO APPLY

### APPLY ONLINE

The quickest and most efficient method of applying for any postgraduate course at Robert Gordon University is to apply online at

[www.rgu.ac.uk/applyonline](http://www.rgu.ac.uk/applyonline)

There is no application fee to pay to apply.

The exceptions to this are the MSc Social Work and Master of Architecture Part 2, which should be applied for via the UCAS website at

[www.ucas.com](http://www.ucas.com)

### BEFORE YOU BEGIN YOUR APPLICATION

'Apply Online' is quick and easy to use, allowing you to complete pages in any order, and you may save your progress and come back to the form as many times as you like.

Supporting documents (certificates, academic transcripts, references and CV) are required to be uploaded at the time of application so please ensure you have these available.

Download full instructions on making an application: [www.rgu.ac.uk/applyonline](http://www.rgu.ac.uk/applyonline)

### CONTACT US ABOUT YOUR APPLICATION

Our Postgraduate Admissions Office are happy to answer any queries you may have relating to your application.

[PgOffice@rgu.ac.uk](mailto:PgOffice@rgu.ac.uk)

Tel: 01224 262209

### ENTRY REQUIREMENTS

Most postgraduate courses from RGU are suitable for those who possess a UK undergraduate Honours degree or an international undergraduate degree which is comparable to a UK honours degree. Other qualifications and appropriate experience may be considered with entry and is subject to the University's judgement.

Applicants whose first language is not English should refer to our website for information.

[www.rgu.ac.uk/english-requirements](http://www.rgu.ac.uk/english-requirements)

Certain courses may have additional conditions for entry. Please ensure you check the individual course information pages for full details of what is required.

### INTERNATIONAL STUDENTS

You can apply directly via our online application service or via one of our approved agents worldwide. Our local representatives will be able to advise you on our range of courses and assist you with your visa application.

All international students looking to travel to and study within the UK are required to have a tier 4 visa. In order to study at RGU you must hold a Tier 4 visa under our sponsor licence.

For information relating to visits, visa requirements, funding or for a full list of our country representatives, visit

[www.rgu.ac.uk/international](http://www.rgu.ac.uk/international)

### DOCTORAL RESEARCH

If you are interested in undertaking a research degree and would like to apply to become a research student, please visit:

[www.rgu.ac.uk/postgraduate-research-researchdegrees@rgu.ac.uk](http://www.rgu.ac.uk/postgraduate-research-researchdegrees@rgu.ac.uk)

Tel: 01224 262155

## FURTHER INFORMATION

### FEES AND FUNDING

How and if you pay your fees will depend upon a number of factors, including if you are sponsored, overseas, self-funded or government-funded.

Fees also vary from course to course. Please visit the individual webpage of your course of interest to access the full fee information.

[www.rgu.ac.uk/better](http://www.rgu.ac.uk/better)

Visit the postgraduate finance webpage, for advice on how to pay, installment options as well as alternative funding opportunities.

[www.rgu.ac.uk/pgfees](http://www.rgu.ac.uk/pgfees)

You can contact the student finance team with any questions you may have regarding fees and finance using the contact details below.

#### Student Finance

+44 (0)1224 262664

[studentfinance@rgu.ac.uk](mailto:studentfinance@rgu.ac.uk)

### SCHOLARSHIPS AND BURSARIES

We have a wider range of course-specific scholarships and funding, listed on individual course pages on our website. Some of these include, Merit, MBA, Talisman and Opito.

We also offer RGU SPORT, Scotland's Saltire and Carnegie-Cameron scholarships. Please check our website for information.

[www.rgu.ac.uk/scholarships](http://www.rgu.ac.uk/scholarships)

### 20% DISCOUNT FOR ALUMNI

We offer our alumni a 20% discount on postgraduate course fees.

[www.rgu.ac.uk/discount](http://www.rgu.ac.uk/discount)

For benefits and services for RGU Alumni, please visit [www.rgu.ac.uk/alumni](http://www.rgu.ac.uk/alumni)

Our support services include counselling and wellbeing service, disability and dyslexia support, visa advice and study skills.

[www.rgu.ac.uk/supportservices](http://www.rgu.ac.uk/supportservices)

RGU has various accommodation situated in the city and at the Garthdee campus.

[www.rgu.ac.uk/accommodation](http://www.rgu.ac.uk/accommodation)

Aberdeen is one of Scotland's liveliest and most dynamic cities. It's also one of the safest, with an exceptionally high quality of life, rarely found elsewhere.

Aberdeen is the perfect location. Vibrant yet compact, with a golden sandy beach, its within easy reach of mountains and stunning scenery. The Cairngorms National Park offers fantastic outdoor activities such as skiing, snowboarding, hill walking, rock climbing and mountain biking.

It is the energy capital of Europe, with major energy companies headquarters based in the city, as well as innovative and technical specialist SMEs.

[www.rgu.ac.uk/aberdeen](http://www.rgu.ac.uk/aberdeen)

For information on transport links, go to

[www.rgu.ac.uk/transport](http://www.rgu.ac.uk/transport)

Discover what it's like to study at RGU.

[www.rgu.ac.uk/student-life](http://www.rgu.ac.uk/student-life)

# CONTACT US

+44 (0)1224 262209  
PgOffice@rgu.ac.uk  
www.rgu.ac.uk/better



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98.5% of our postgraduates are in work or further study 6 months after graduating (HESA 2013/14)

## WWW.RGU.AC.UK/BETTER

### POSTGRADUATE OPEN EVENINGS

Our postgraduate events are held every February, May, August and November. Don't miss a great opportunity to speak with Course Leaders, see the campus facilities and ask any questions you may have about applying or financial help.

[www.rgu.ac.uk/openevening](http://www.rgu.ac.uk/openevening)



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Watch us on YouTube  
[www.rgu.ac.uk/youtube](http://www.rgu.ac.uk/youtube)

### OTHER GUIDES YOU MAY FIND USEFUL



#### GENERAL PG STUDY GUIDE

[www.rgu.ac.uk/pgstudyguide](http://www.rgu.ac.uk/pgstudyguide)

#### ONLINE STUDY GUIDE

[www.rgu.ac.uk/better-online](http://www.rgu.ac.uk/better-online)

This publication is intended as a guide for applicants for courses delivered by Robert Gordon University. Please see our website for more information. [www.rgu.ac.uk/coursedisclaimer](http://www.rgu.ac.uk/coursedisclaimer)