

**Centre for Lifelong Learning**

Masters (MSc Advanced Professional Studies)  
Postgraduate Diploma and  
Postgraduate Certificate in

# **Genealogical Studies**

**Genealogy, Heraldry, Family History, Records and Archives**

**Student Handbook**  
**2010-2011**



**University of  
Strathclyde  
Glasgow**

<http://www.strath.ac.uk/genealogy/>

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Welcome.....

## **to the Postgraduate Certificate and Diploma in Genealogical Studies and MSc Advanced Professional Studies.**

These postgraduate-level university qualifications have been developed, by academics and genealogy professionals, to give you a thorough grounding in the theories and practices of genealogy, family history, records, archives, and heraldry. In the Postgraduate Certificate, students become familiar with a range of records sources (mostly UK), a recognised set of skills and expertise in records searching and reporting and standards of working. The Postgraduate Diploma takes this deeper, extending the range of records sources covered, the social and historical contexts, the professional aspects of genealogy and archives work and the professional aspects of working, and generates a portfolio including a dissertation and other reports. The MSc is by thesis, approximately 15,000 words.

We are delighted that the courses continue to receive the support and encouragement of the Court of the Lord Lyon, the General Register Office for Scotland, The National Archives of Scotland, The National Archives (London) and various professional bodies, and is supported in part by ScotlandsPeople, Ancestry.com, FamilyTreeDNA Inc. the St Andrews Fund for Heraldry and other public and private organisations.

The courses are delivered wholly online, through the University of Strathclyde's VLE (Virtual Learning Environment), LearnOnline .

If, at times, you find the going difficult, please discuss your situation with a Tutor or the Course Director, who will always be prepared to offer you guidance and support.

We hope that you will achieve the standards which have been set out for you to gain the Certificate and Diploma and wish you well for your studies at the University of Strathclyde.

## **Aims and Objectives**

All genealogists and researchers in archives must acquire a common body of knowledge and a standard of praxis in order to work effectively. The requisite body of knowledge is essentially transferable across the wide range of sectors in which these practitioners are engaged, be it libraries, archives, dedicated Family History centres and across the public and leisure services as well as private concerns, including law firms or as private individuals. Irrespective of the particular environment, the principles and practices of genealogy and archives must be fully understood in order to be effectively applied, and common standards adhered to (e.g. levels of "proof", recording and reporting, citations and referencing, metadata).

Given the postgraduate or post-experience focus, particularly of the Diploma, the courses aim to develop individuals who:

- have a broad strategic outlook and a wider understanding of the core records and archives
- possess advanced research and investigative skills, techniques and understanding
- adopt and accept certain professional standards of ethics, confidentiality and practice
- have the necessary skills for problem-solving
- have, or can develop, business skills, IT skills and interpersonal skills
- understand the social, political and historical contexts in which records, archives and surveys (e.g. censuses) were instigated.

## **General Objectives**

**By the conclusion of the Certificate and Diploma, you should be able to:**

- understand what various records and archival sources contain and how to obtain the information contained in them
- demonstrate an understanding of recording and reporting results of searches in an acceptable common model format (physical and in terms of information systems)
- hold to accepted standards of proof and praxis

- evaluate the evidence available
- critically examine the significance of information gleaned, in terms of its correctness, context and relevance
- identify your own strengths and weaknesses, and likely areas for development
- provide a personal and professional development action plan
- demonstrate critical thinking, organisational skills, ability to communicate in written form and facility with various archival sources
- apply for membership of the Association of Genealogists and Researchers in Archives (AGRA) without further evidence of expertise.

**By the conclusion of the MSc, you should be able to:**

- research independently and produce a thesis at the appropriate academic level.

## Core Objectives

**The courses also aims to develop core transferable skills in the following areas.**

### Communication and Presentation

- Writing clearly, correctly and concisely for a range of contexts
- Using effective presentational aids and techniques
- Using numerical, graphical and statistical information in communication

### Problem-solving and Creativity

- Using strategies for achieving realistic solutions to a range of problem types
- Researching and managing a wide range of information
- Identifying key issues and questions
- Selecting and adopting effective methods of analysis, including statistics
- Drawing logical conclusions
- Using strategies for developing novel ideas

### Teamwork and Collaboration

- Supporting the achievement of consensus within a group
- Collaborating in learning and sharing information
- Showing respect towards, and interest in, the views of others
- Performing agreed tasks or roles
- Assessing your own work and the work of others
- Negotiating in a professional context

### Project Planning and Organising

- Developing formal task plans
- Showing consistency of commitment
- Making decisions on a rational basis

### Personal Development

- Managing time and meet deadlines
- Working on your own initiative
- Recording and reflecting on your own work and skills
- Learning independently
- Developing inter-personal networks
- Taking an ethical approach in actions

### Professional Development

- Adhering to Ethics standards and Codes of Practice
- Engaging with Continuing Professional Development

## Specific and Professional Objectives

These are detailed in the course materials which will be available to you separately, per session.

## Programme structure

The course structure is based on four Units, totalling 60 SM credits (600 hours) leading to the Certificate, and a further four Units, totalling 60 SM credits (600 hours) leading to the Diploma.

### Postgraduate Certificate

|              |   |                      |                  |
|--------------|---|----------------------|------------------|
| LL917 Unit 1 | Genealogy and Heraldry 1                    | 15 SM credits        | 150 hours        |
| LL918 Unit 2 | Family and Social History 1                 | 15 SM credits        | 150 hours        |
| LL919 Unit 3 | Records & Archives, inc. Law and Language 1 | 15 SM credits        | 150 hours        |
| LL920 Unit 4 | Methodologies and Practice 1                | 15 SM credits        | 150 hours        |
| <b>Total</b> |   | <b>60 SM credits</b> | <b>600 hours</b> |

PgCertificate teaching materials will be released in 11 Sessions from October to April, with time to complete the Project for submission in June. Other assignment and Assessment deadlines are given in the Timetable. There may be optional (but highly recommended) visits to archives in Edinburgh and Glasgow.

### Postgraduate Diploma

|              |   |                      |                  |
|--------------|---|----------------------|------------------|
| LL921 Unit 1 | Genealogy and Heraldry 2                    | 15 SM credits        | 150 hours        |
| LL922 Unit 2 | Family and Social History 2                 | 15 SM credits        | 150 hours        |
| LL923 Unit 3 | Records & Archives, inc. Law and Language 2 | 15 SM credits        | 150 hours        |
| LL924 Unit 4 | Methodologies and Practice 2                | 15 SM credits        | 150 hours        |
| <b>Total</b> |   | <b>60 SM credits</b> | <b>600 hours</b> |

PgDiploma teaching materials will be released in 7 sessions from October to April. The Dissertation is due in early August. Assignment and Assessment deadlines are given in the Timetable.

### Masters (MSc Advanced Professional Studies)

|   |               |           |
|---|---------------|-----------|
| XF902 Professional Enquiry and Development (Thesis) | 60 SM credits | 600 hours |
|---|---------------|-----------|

Materials will be available from late October 2009. The Thesis and Learning Log are submitted in late June, with mileposts to reach along the way. There is online tutor guidance on academic writing, study and research skills etc.

## Assessing your work

Each Unit will be assessed separately and credit awarded accordingly. This normally takes the form of:

1. Assignments set per session, with a deadline for completion;
2. Three longer-term Assessments designed to test your depth of knowledge, ability to analyse, evaluate and apply a range of relevant information and ideas;
3. A Project (PgCertificate), Dissertation (PgDiploma) and Thesis (MSc) which will take the form of a paper suitable for publication in a relevant academic journal. The notional student effort required will be equivalent to 3,000 words (PgCertificate Project), 5,000 words (PgDiploma Dissertation) and 12,000 – 16,000 words (MSc Thesis).

All assessment within the course is intended to provide evidence that appropriate academic standards have been achieved. You will be informed of the assessment criteria in advance of each piece of work. You should note that there may be some group work, which will involve collaboration and joint assessment.

## General Criteria for Assessment

All summative assessment will be required to demonstrate that the standard you achieve is at the level appropriate to postgraduate study. Therefore, in addition to satisfying any specific criteria, such as completing all Assignments and Assessments on time, you will only be deemed to have achieved a satisfactory standard if you:

- display evidence of professional development;
- display an ability to learn independently;
- display an ability to locate, comprehend and critically analyse relevant information from published literature;

- display a critical grasp of concepts and principles related to the Unit through appropriate use of language, analysis of situations, responses to problems and choice of research methodology;
- are able to distinguish between data and inferences in the use of relevant evidence and logically valid arguments;
- demonstrate that you have subjected any hypotheses or opinions to analysis and evaluation.

Additionally the following procedural criteria must be met:

- material for assessment must be presented in a structured, clear and coherent form;
- Assignments and Assessments must be submitted by a previously indicated date;
- any required written work must be presented at a length which is within previously prescribed or negotiated limits;
- sources of evidence, and crucially relevant literature, must be cited in a form which facilitates easy access by others to the original sources.

## Specific Criteria for Assessment

### Postgraduate Certificate

By the end of the Certificate, you will be expected to have completed and submitted as assessments:

- a seven-generation “hourglass” study (three generations of ancestors and three generations of descendants from a named individual);
- a palaeographic exercise (translation, transcription and analysis);
- a Learning Log, to be submitted at the end of the course (see Appendix 4);
- a major Project (notional 3,000 words plus documentation), which might be:
  - a single-name study
  - a single-person pedigree
  - another topic, chosen by agreement with the Course Director.

### Postgraduate Diploma

By the end of the Diploma, in addition to the above, you will be expected to have completed and submitted as assessments:

- seven Tutorial Assignments – Irish, U.S. and Canada, British Empire, Australia and NZ, European, Jewish etc., Heraldry/Mediaeval, DNA;
- five Études – in-depth studies of an area (burgh, village, Registration District etc.) across time, a house or other building across time; a geographical topic (e.g., emigration/immigration), a One-name study, and an option (for example, Heraldic, Mediaeval, Scottish Baronial or English Landed/Peerage);
- five Document Studies, involving an understanding of the legal, historical and social context (Scottish and English court records, an English manorial document, a Scots/Latin retour, an English indenture, a Scottish sasine);
- various submissions leading up to the Dissertation (research plan, literature review etc.);
- the Dissertation (notional 5,000 words), which will take the form of a paper suitable for publication in a relevant academic journal, plus documentation as appendices;
- a learning log, to be submitted at the end of the course (see Appendix 4);

### Professional accreditation with AGRA

Students who successfully complete the Diploma to a sufficiently high standard may be proposed for membership of the Association of Genealogists and Researchers in Archives (AGRA). Students may also wish to apply for membership of ASGRA, Board Certification in America, Canada, etc.

*(Note: the University is not in a position to guarantee successful submission to these bodies)*

### MSc (Advanced Professional Studies)

The only formal submissions are:

- A Thesis (notional 12,000 – 16,000 words), which will be suitable for publication in a relevant academic journal, plus documentation as appendices;
- a Learning Log, to be submitted at the end of the course (see Appendix 4).

# Assessment and Assignment Regulations

All Assignments will be graded on a 2-point scale

S = Satisfactory;

U = Unsatisfactory.

All Assessments and the Project/Dissertation/Thesis will be marked out of 100, according to a marking scheme made available to students.

Should you fail to meet the satisfactory standard on any piece of work you will be given the opportunity to resubmit that piece of work once. If the resubmission is also deemed unsatisfactory, it will be cross-marked by a second tutor. If it is still deemed unsatisfactory, this may result in non-completion of the course overall, although the Course Team may choose to take any extenuating circumstances into consideration.

*NOTE: All submissions are checked for plagiarism.*

## If you cannot submit on time

Under normal circumstances, dates by which assignments must be submitted cannot be changed. However, if you become aware of circumstances which you believe will prevent you from submitting by the due date, a formal request must be made to the Course Director and this will be given careful consideration. If the request for an extension arises as a result of illness, or if you are prevented by illness from submitting on time, a medical certificate will normally be required.

## Appeal Procedures

The general appeal procedures of the University will apply to this course and the attention of students will be drawn explicitly to these when an Unsatisfactory grading is given after re-submission. For information on appeals procedures, see:

<http://www.mis.strath.ac.uk/Secretariat/Publications/general/procedures/>

## Complaints other than academic appeals

Complaints about studies or about university services should be raised directly with those concerned in the first instance. University staff will consider such complaints fairly and do their best to resolve any difficulties. However if you are dissatisfied with the response to an informal complaint/enquiry/request for assistance, then a formal written complaint may be made to the Course Director or the Head of the Support Service concerned. If you remain dissatisfied with the response to a first formal complaint, then you can pursue the matter further, making a final complaint by writing to the Dean of the Faculty of Education (complaints of an academic nature) or the University Secretary (complaints about services or about discrimination or harassment).

## Support for your learning

The following support will be available:

- General orientation and introduction to IT and learning resources available;
- The Course Director provides advice and guidance on academic and personal matters;
- The Course Administrator maintains regular contact with the students and is available to provide assistance on administrative matters;
- Library and IT assistance is available from Help Desks run by service staff;
- An on-line discussion forum will be available;
- Learning Support/Student Guidance and Advice for Special Needs

Other University Support Services include:

- the Centre for Academic Practice and Learning Enhancement (CAPLE);
- the Student Advisory and Counselling Service;
- the International Office;
- the Student and Occupational Health Service;
- the Careers Service;

There will be tutor support throughout the course, involving the Course Team and also recent graduates from the PgDiploma.

# Evaluating and Improving the Quality and Standards of Teaching and Learning

We are keen to ensure that you have a very positive learning experience on the course. The University has highly developed quality assurance and enhancement procedures and a member of staff from the Centre for Lifelong Learning has responsibility for this area of the course. The following methods are used for managing quality on the course:

- External Examiners reports and discussion at Examination Boards;
- Student feedback questionnaires;
- Interaction between the Course Directors and members of the teaching staff responsible for each class;
- Annual review with staff and students, with the opportunity to comment anonymously;
- Annual review by the Faculty's Teaching Management Group;
- Quinquennial review by the Faculty of Education;
- Periodic Quality Assurance Agency Academic Review.

## Some Administrative Issues

### Financial Matters

Arrangements for payment of course fees must be made in advance of the course start date. Students have the option to pay in instalments. Please refer to the University website <http://www.strath.ac.uk/finance/student/> for full information. If payment has not been received by the beginning of the module you may not be able to start the course.

Students resident in Scotland may be able to apply for ILA500 support. Please contact <http://www.ilascotland.org.uk/> for details.

### Change of Address, etc.

If you change your address or telephone number during the course, please ensure that you update your Personal Record on Pegasus (<http://pegasus.strath.ac.uk>) as well as advising the Course Administrator.

### Continuation

In the appropriate circumstances, and if agreed by Faculty Board, students who do not complete may be allowed Continuation and time to complete. An administrative fee of £400 may apply. It should be noted that there is no student support during a continuation year and access to University and course facilities will be limited.

### Withdrawal

If personal circumstances or other commitments prevent you from fulfilling the course requirements regularly or completing your studies in line with the course timetable, please contact the Course Director in the first instance to enable you to discuss the implications for your future studies of withdrawing from the course or requesting Continuation.

## Course Team

The course will be managed by a Course Team, headed by the Course Director.

### Course Director

Dr Bruce Durie CBiol FIBiol FLS FRSA FSAScot [bruce.durie@strath.ac.uk](mailto:bruce.durie@strath.ac.uk)

### Lead Tutor

Graham Holton BA Dip Lib MCLIP LRAM LTCL

University of Strathclyde Faculty of Education [g.s.holton@strath.ac.uk](mailto:g.s.holton@strath.ac.uk)

### Personal Tutors

You will be assigned a Personal Tutor for regular contact, advice and submission of Assignments and Assessments.

### Quality Assurance and Enhancement

Dr Raymond Thomson DMus PhD MA BA DipMus CertEd FRSA [r.a.thomson@strath.ac.uk](mailto:r.a.thomson@strath.ac.uk)

### Course Administrator

Claire Hill MA PgDip [c.f.hill@strath.ac.uk](mailto:c.f.hill@strath.ac.uk)

### Course Secretary (general enquiries)

Elaine Richman [elaine.richman@strath.ac.uk](mailto:elaine.richman@strath.ac.uk) Tel: (0141) 548 4147

### External Tutors

External tutors will be appointed as necessary to meet the needs of the course in its academic and professional aspects.

### External Examiner

For the academic years 2009-10 and 2010-11, this is:

Dr David Lambert, University of Warwick.

## IT Resources

### 1. Access to the University IT facilities from outside.

For this you will need the Username and Password allocated to you by IT Support after you have fully registered. You should record these for your own use:

### 2. Family Tree Maker

Subject to agreement with MyFamily.com/Ancestry.co.uk, each student may have a free copy of Family Tree Maker. Please install this on your PC at home. You do **not** need to sign up for the Trial Subscription to Ancestry.co.uk

### 3. Ancestry.co.uk

Subject to agreement with MyFamily.com/Ancestry.co.uk, each student may have a six month subscription to ancestry.co.uk. This starts from the first time you use it and register. Further subscription to Ancestry, and any upgrades, and the student's own responsibility.

### 4. ScotlandsPeople

Subject to agreement, you may have a total of 500 Credits to [www.scotlandspeople.gov.uk](http://www.scotlandspeople.gov.uk), courtesy of ScotlandsPeople and the Registrar General for Scotland. If you run out of credits, you will have to purchase more. You will be sent a Username and Password. Please record these for your own use.

### 5. Library access

Your membership of the University of Strathclyde Library allows you access to the facilities of other university libraries. Please contact the libraries in question for information and permissions. You will also have Shibboleth, which allows free access to a number of online resources. More details will be sent to you.

### NOTES:

1. It is important that you do not divulge your Usernames or Passwords to any other person. Failure to observe this rule could result in the facility being withdrawn
2. The details of free and sponsored resources given above may be subject to change

## Your IT Resources

To follow this course you should have:

- A computer, fast internet connection, web browser and e-mail We support PCs running Microsoft Windows (ideally XP Pro SP2 as there are compatibility issues with Vista), with Internet Explorer 6 as your web browser. We do not support Macs, non-Windows operating software and non-IE browsers - if you have any of these, the various programs we offer may not work.
- Microsoft Office You will need at the very least Word, Excel and PowerPoint. We can accept Office documents up to Office 2003. [www.microsoft.com](http://www.microsoft.com)  
As an alternative, you can download Open Office free at <http://download.openoffice.org/>
- Adobe Acrobat Reader Version 6 or above recommended, 8 preferred. If you do not have this, download it [here](http://www.adobe.com/products/acrobat/readstep2.html)  
<http://www.adobe.com/products/acrobat/readstep2.html>
- JASC Paint Shop Pro (graphics) Trial Version 7.04 Download the trial version [here](http://tracker.5star-network.com/download.mis?id=19862&siteId=6)  
<http://tracker.5star-network.com/download.mis?id=19862&siteId=6>
- WinZip Often, files will be available to you in a compressed form (*filename.zip*). Download the trial version [here](http://www.winzip.com/downwz.htm)  
<http://www.winzip.com/downwz.htm>
- Family Tree Maker This is our recommended Genealogy software. You will be unable to complete some assignments without it. We may have a deal with [Ancestry.co.uk](http://Ancestry.co.uk) to provide this free. It will be provided for you to install.
- A subscription to Ancestry.co.uk This is necessary for certain searches. By agreement with [Ancestry.co.uk](http://Ancestry.co.uk) you may have a free six-month subscription from January.
- Java Runtime This is necessary to use LearnOnline, ScotlandsPeople and other web facilities. If you do not have this, you will be prompted to download it when you log on.
- You will also need a University of Strathclyde username, password and e-mail address. Other software and services will be provided when you start the course.

|   |   |
|---|---|
| <b>If you have any questions, please contact:</b>   |   |
| <b>Genealogical Studies</b><br><b>Centre for Lifelong Learning</b><br><b>University of Strathclyde</b><br><b>40 George Street,</b><br><b>Glasgow G1 1QE</b> | <b>Administrative matters</b> Mrs Elaine Richman, Course Secretary<br>(0141) 548 4147 <a href="mailto:elaine.richman@strath.ac.uk">elaine.richman@strath.ac.uk</a><br><b>Academic matters</b> Dr Bruce Durie, Course Director (0141) 548<br>4147 <a href="mailto:bruce.durie@strath.ac.uk">bruce.durie@strath.ac.uk</a><br>Website: <a href="http://www.strath.ac.uk/genealogy/">http://www.strath.ac.uk/genealogy/</a> |

## Reading List

There will be specific reading with each Lecture or Session, but the following books are absolutely required. Remember that, above a certain order size, post and packaging from Amazon is free, but there is also a special arrangement with John Smith's University of Strathclyde Bookshop with free postage and packing.

<http://www.johnsmith.co.uk/shop/branch.asp?BranchID=10>

Manager: Denise Day, Tel: 0141 552 3377 Email: [rc@johnsmith.co.uk](mailto:rc@johnsmith.co.uk)

### Postgraduate Certificate

Bevan, Amanda (2006) *Tracing your ancestors in The National Archives: the Website and beyond*. 7th rev. ed. Kew: The National Archives. 978-1903365892

Christian, Peter (2009) *The Genealogist's Internet*. 4th ed. Kew: The National Archives. 978-1905615391 [to be published 27 Feb 2009]

Christian, Peter and Annal, David (2008) *Census: the expert guide*. Kew: The National Archives. 978-1905615346

Durie, B (2009) *Scottish Genealogy* The History Press 978-0-7509-4568-4

Grenham, John (2006) *Tracing your Irish ancestors*. 3rd ed. Dublin: Gill & Macmillan. 978-0717139767

Herber, Mark D. (2004) *Ancestral trails: the complete guide to British genealogy and family history*. 2nd ed. Stroud: Sutton. 978-0750935104

Holton, Graham S. and Winch, Jack (2010) *Discover your Scottish ancestry: Internet and traditional resources*. Edinburgh: Edinburgh University Press. 978-0748618644

Tate, W. E. (1983) *The parish chest: a study of the records of parochial administration in England*. 3rd ed. Chichester: Phillimore. 978-0850335071

Taylor, Nigel and Grannum, Karen (2009) *Wills and probate records: a guide for family historians*. 2nd ed. Kew: The National Archives. 978-1905615414 [to be published 28 Feb 2009]

*Tracing your Scottish ancestors: the official guide* (2007) 4th ed. Edinburgh: Mercat Press. 978-1841831176 [OUT OF PRINT – NEW 5TH ED. IN PREPARATION]

### Postgraduate Diploma – in addition to the above

Denscombe, Martyn (2007) *The good research guide: for small-scale social research projects*. 3rd ed. Maidenhead: Open University Press. 978-0335220229

Grenham, John (1993) *Clans and families of Ireland: the heritage and heraldry of Irish clans and families*. Gill & Macmillan. 978-0717120321

Forde, Helen (2007) *Preserving Archives. (Principles and practice in records management and archives)* London: Facet. 978-1856045773

Chambers, Paul (2005) *Medieval genealogy: how to find your medieval ancestors*. Stroud: Sutton Publishing. 978-0750936873

Chambers, Paul (2006) *Early modern genealogy: researching your family history 1600-1838* Stroud: Sutton Publishing. 978-0750936880

Stuart, Denis (2004) *Manorial records: an introduction to their transcription and translation*. Chichester: Phillimore. 978-1860772993

Szucs, Loretto Dennis and Luebking Sandra Hargreaves (Eds) (2005) *The Source: a guidebook to American genealogy*. 3rd ed. Salt Lake City: Ancestry.com. 978-1593312770

Hart, Anne (2005) *Tracing Your Baltic, Scandinavian, Eastern European, & Middle Eastern Ancestry online*. iUniverse.com. 978-0595357734

Kurzweil, Arthur (2004) *From generation to generation: how to trace your Jewish genealogy and family history*. San Francisco, Calif.: Jossey-Bass. 978-0787970512

Fox- Davies A.C. (2008) *A complete guide to heraldry*. Amberg Press. 978-1443757195

Pomery, Chris (2007) *Family history in the genes: trace your DNA and grow your family tree*. Kew: The National Archives. 978-1905615124

# Appendices

## 1. Equal Opportunities

### Statement of Intent

The University of Strathclyde confirms its commitment to a policy of equal opportunities within the University. It aims to create the conditions whereby students and staff are treated on the basis of their relative merits, abilities and potential, regardless of their gender, colour, ethnic or national origin, family circumstance, age, disability, religious or political beliefs, socio-economic background, sexual orientation, trade union membership or other irrelevant distinction. The University is committed to a programme of action to eradicate unfair and discriminatory practices as far as it is within the University's power to do so, and to ensure that this policy be fully effective.

## 2. Plagiarism

Plagiarism is concerned with the appropriation of the ideas and works of others without due acknowledgement of the sources. It can manifest itself as copying from sources without proper acknowledgement. Normally plagiarism is interpreted as deliberate attempts to deceive the reader as to the originality of the work submitted.

Plagiarism occurs where acknowledgements are omitted or quotations and other material from original sources are not clearly identified. This concerns not simply text but figures, diagrams, statistics and illustrations. It would include any source whether printed or electronic. The most obvious forms of this are copying directly from the work of others or slightly changing words copied from another source. *Always acknowledge your sources at the point of use in the text and cite these in the bibliography and references.* This includes electronic sources. **Plagiarism applies to all assessed work and similar penalties and procedures will apply in such cases.** We treat this very seriously. Penalties can range from discounting the particular piece of work to referring the matter to the University's disciplinary procedures which could ultimately involve dismissal from the University. Any penalty would be applied only after an investigation allowing individuals the opportunity to present an explanation.

Under new University regulations dealing with academic dishonesty you are required to sign a declaration for each piece of work to say that the work is your own, that you have referenced all documents (paper and electronic) used according to University rules, and that you have not copied the work of another person, whether student or published author, in any way. **If you are in any doubt about what is acceptable and what is not you should ask.**

*Plagiarism is not to be confused with openly using sources and attributing these since it is the basis of any academic work that you read widely and incorporate this in your own work.*

Somewhat different from plagiarism, but normally equally unacceptable, is the extensive use of quotes. Appropriate quoting, duly acknowledged, is fine but we have come across cases of essays or Dissertations which rely excessively on quotes with little original work being involved. Again, if in doubt, ask **before** submitting work.

## 3. Ownership and Copyright

For the avoidance of doubt, all work submitted remains your property and copyright. The University of Strathclyde may wish to re-use such work elsewhere (e.g., for publication) or for publicity purposes.

## 4. Learning Log

MSc (Advanced Professional Studies), Postgraduate Certificate and Postgraduate Diploma in Genealogical Studies

### Why a Learning Log?

Too often, when we study a course, we attend the lecture, take notes, read the course materials, read around the topic from the reading lists provided, do the set assessments, and then file everything and forget it.

Rarely do we take the time to reflect on what has been learned, what skills have been acquired or sharpened and what it means to us as individuals.

It is to your advantage to keep a Logbook, completed after each Session (or after you have finished the Assessments for each Session) and each major piece of work.

This will allow you to chart your progress and give you something you can refer back to in times to come.

A **SATISFACTORY** Log should contain a definite chronological structure, with evidence of commitment to the learning process. There should be evidence of reading beyond the course, and some depth and breadth of understanding of what is happening in the classes. It will clearly demonstrate self-analysis and show how the learning has been synthesised and internalised.

An **UNSATISFACTORY** Log will tend to focus on chronology and inappropriate elements (discussion or description rather than analysis) to the exclusion of real understanding of the class processes - there is no point in just repeating the lecture titles and the dates they happened. Conclusions will be limited in scope.

### How to structure your Learning Log

This is one suggested schema for organising your thoughts and reflections.

- Session
- Topics covered
- New knowledge
- Skills acquired/improved
- Sources and literature encountered
- Reflection

### Why isn't there just a form to fill in?

This is not a box-ticking exercise, nor an attendance register. It is YOUR chance, session by session, to monitor your own learning growth.

Learning Logs will be collected at the end of the teaching year. PLEASE DO NOT put off constructing them until then.

**Dr Bruce Durie**  
Course Director, Genealogical Studies

**Dr Raymond A Thomson**  
Deputy Director, Lifelong Learning

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# POSTGRADUATE CERTIFICATE IN GENEALOGICAL STUDIES 2010-11 Total 60 SM credits 600 hours

**Unit 1 - Genealogy and Heraldry 1**  
15 SM credits 150 hrs 20 lecture hrs

**Unit 2 - Family and Social History 1**  
15 SM credits 150 hrs 20 lecture hrs

**Unit 3 - Records & Archives 1**  
15 SM credits 150 hrs 20 lecture hrs

**Unit 4 - Methodologies and Practice 1**  
15 SM credits 150 hrs 20 lecture hrs

| SESSION   |  | Materials released  | 1  | 2   | 3   | 4   | 5   | 6  | 7   |  |
|---|--|---|--|---|---|---|---|--|---|--|
| C1<br>U4  | INTRODUCTION                                     | Friday 29<br>Oct 2010   | C1.1 Welcome & Admin. Course intro. IT, e-mail and LearnOnline   | C1.2 Aims and objectives of genealogical research   | C1.3 Record keeping and indexing  | C1.4 Collecting and recording information and using genealogical charts | C1.5 Using the web for genealogical searches. SOUNDEX & NAMEX | C1.6 Using Family Tree Maker   | C1.7 Social event                                 |  |
| C2<br>U1  | BMD in Scotland & England                        | Friday 12<br>Nov  | C2.1 Statutory registration, Marriages in Scotland – historical context and sources  | C2.2 Finding and using Scottish SRs for BMD   | C2.3 Civil registration, Marriages in England – historical context and sources            | C2.4 Finding and using English Civil Records for BMD                    | C2.5 Finding and using Old Parish Records (OPR) in Scotland   | C2.6 Finding and using Old Parish Records (OPR) in England                             | C2.7 Death records (MIs, cemeteries, churchyards) |  |
| C3<br>U1  | Censuses and census substitutes                  | Friday 26<br>Nov  | C3.1 Census records – Scotland, England, pre- and post-1841  | C3.2 Census Substitutes (poll books, electoral rolls, valuation and taxation assessments and subsidy lists, protestations, poor law etc.) | C3.3 Other Scottish ecclesiastical records inc. non-conformist records, Kirk Session etc. | C3.4 Other English ecclesiastical.                                      | C3.5 Money & coinage, Weight and Measure                      | C3.6 Dates and Calendars   |   |  |
| <b>A1 First Assessment set – Genealogy – to be submitted by 24 Jan 2011 (7-G Ancestor/Descendant study)</b> |  |   |  |   |   |   | <b>NOTE: EVENING VISIT TO MITCHELL LIBRARY date TBA</b>       |  |   |  |
| C4<br>U3  | Using Archives and Libraries                     | Friday 9<br>Dec   | C4.1 Genealogical literature journals and catalogues   | C4.2 Using English Archives (TNA etc.)  | C4.3 Using Scottish Archives (GROS, NAS etc.)   | C4.4 Local directories, local authority archives SC                     | C4.5 Newspaper archives                                       | C4.6 Photographic archives   |   |  |
| <b>U4 PROJECT ALLOCATION – Project to be submitted by 25 July 2011</b>                                      |  |   |  |   |   |   | <b>NOTE: EVENING VISIT TO GROS EDINBUR TBA</b>                |  |   |  |
| C5<br>U4  | Professional Practice                            | Friday 24<br>Dec  | C5.1 Analysis of evidence/evidence of absence  | C5.2 Ethics, standards and professional practice  | C5.3 Copyright law, Freedom of Information and Data Protection laws                       |   | C5.4 Recording family information                             | C5.6 Digitising documents for preservation. OCR. Transcribing. Indexing (Introduction) |   |  |
| C6<br>U1  | HERALDRY<br>A1 Assessment due Mon 24 Jan         | Friday 28<br>Jan 2011   | C6.1 Historical context, origins and intentions; C6.2 Heraldic devices and composition; C6.3 Registers and visitations, heraldic literature; C6.4 Being armigerous - rules and heraldic law The Lyon Court (Scotland) and the College of Heralds (England) |   |   |   | C6.5 Heraldic exercise  | C6.6 Private and family archives   |   |  |
| C7<br>U2  | Family History studies                           | Friday 11<br>Feb<br>Programme Board TBA                         | C7.1 Demography: family origins, social framework, class distinction, family and community studies   | C7.2 Surnames (history, meaning, distribution and pattern, aliases)   | C7.3 Clans and Tartans  | C7.4 Nobility and landed gentry   | C7.5 Heredity and Inheritance, DNA (intro) /                  |  |   |  |
| <b>NOTE: EVENING VISIT TO NAS EDINBUR date TBA</b>  |  |   |  |   |   |   |   |  |   |  |
| C8<br>U2  | Overseas records                                 | Friday 4<br>March   | C8.1 Emigration/Immigration  |   | C8.2 Passenger lists  |   | C8.3 American sources   | C8.4 Canadian Sources  |   |  |
| C9<br>U2  | History and Geography                            | Friday 18<br>March  | C9.1 Local government, Burghs and Counties   | C9.2 Burghs, Burgesses and Guilds in Scotland   | C9.3 Irish records - Church & State   | C9.4 Education & Occupations  | C9.5 Military, naval, merchant and air force                  | C9.6 Maps /DW  |   |  |
| C10a<br>U3  | Wills, Land and Inheritance                      | Friday 1<br>April   | C10.1 Forms of landholding and Land records in Scotland – Sasines, Retours etc   | C10.2 Courts & legal systems in Scotland  |   | C10.3 Land records in England including Taxation, Manorial RB           | C10.4 Ecclesiastical law (consistory courts etc)              | C10.5 Other English records  |   |  |
| <b>A2 - Second Assessment set – Archive/Palaeographic exercise – to be submitted by 16 May 2011</b>         |  |   |  |   |   |   |   |  |   |  |
| C10b<br>U3  | Property and Law<br>A2 Assessment due Mon 16 May | Friday 15<br>April  | C10.6 The inheritance of property, land and intangible heritables and moveables – Scotland, England & Wales  |   | C10.7 Wills, testaments and inventories in Scotland                                       | C10.8 Legal Scots and Latin   | C10.9 Old documents - charters, palaeography etc              |  |   |  |
| <b>Submit Project by Monday 25 July Submitted Learning Log by Monday 1 August)</b>                          |  |   |  |   |   |   |   |  |   |  |
| R1  | Fri 5/Sat 6 Aug                                  | ASSESSMENT OF PROJECTS Programme Board & Examiner's meeting TBA |  |   |   |   |   |  |   |  |
| <b>NOVEMBER</b>   |  |   |  | <b>AWARDS PRESENTATION CEREMONY</b>   |   |   | <b>(date t.b.a.)</b>  |  |   |  |

NOTE: Programme may be subject to change

**POSTGRADUATE DIPLOMA IN GENEALOGICAL STUDIES 2010-11** Total 60 SM credits 600 hours

| Materials Available |                      | UNIT 1 Tutorial Topic                                | UNIT 2 Family History                        | UNIT 3 Latin and palaeography   | UNIT 4 Methods of Enquiry and Dissertation   |
|---------------------|----------------------|--|--|---|--|
| D1                  | Friday 22 Oct 2010   | Irish records in depth (BD) <b>due 19 Nov 2010</b>   | Intro to Études                              | Intro to Documents  | Archive administration Assignment <b>due 19 Nov 2010</b>   |
| D2                  | Friday 19 Nov 2010   | U.S. and Canada sources (GH) <b>due 17 Dec</b>       | Area Étude <b>due 19 Nov 2010</b>            | Document 1 Privy Council record (Scottish) <b>due 19 Nov 2010</b>     | "Methods" materials available. Suggest Dissertation topic and discuss                            |
| D3                  | Friday 17 Dec 2010   | British Empire sources (GH) <b>due 28 Jan 2011</b>   | House Étude <b>due 17 Dec</b>                | Document 2 Corsham Manorial (English) <b>due 17 Dec</b>               | Session 1 Getting Started  |
| D4                  | Friday 28 Jan 2011   | Australian and NZ sources (GH) <b>due 25 Feb</b>     | Geographical Étude <b>due 28 Jan 2011</b>    | Document 3 Chisholm Retour (Scots/Latin) <b>due 28 Jan 2011</b>       | Session 2 Locating your enquiry within existing knowledge  |
| D5                  | Friday 25 Feb 2011   | European, Jewish etc. sources (BD) <b>due 25 Mar</b> | Option Étude <b>due 25 Feb</b>               | Document 4 D'Amboise Complaint (English Court) <b>due 25 Feb</b>      | Session 3 Collecting evidence <b>Submit Proforma by 25 Feb 2011</b>                              |
| D6                  | Friday 25 March 2011 | Heraldry/Mediaeval genealogy (BD) <b>due 29 Apr</b>  | One-name Étude <b>due 25 Mar</b> (See below) | Document 5 Indenture (English) or sasine (Scottish) <b>due 25 Mar</b> | Session 4 Making sense of the evidence <b>Submit full plan by 25 Mar</b>                         |
| D7                  | Friday 29 April 2011 | DNA (GH/BD) <b>due 27 May</b>                        |  |   | Session 5 An emergency guide to doing your research project <b>Literature Review due 17 June</b> |
|                     | 4 July 2011          |  |  |   | <b>Dissertation First Draft due 4 July</b>   |
|                     | Aug 2011             | <b>Submit Learning Log by Monday 8 August 2011</b>   | Programme Board (TBA)                        | Marks to Board by (est.) 20/21 Aug 2011                               | <b>Dissertations due in by Monday 1 August 2011</b>  |
|                     | Sept/Nov 2011        | Exam Board (early Sept 2011)                         |  | Award Ceremony (date TBA)   |  |

Notes:

|                 |  |
|-----------------|--|
| <b>Delivery</b> | The course is ONLINE ONLY and uses the Strathclyde LearnOnline VLE. There is considerable emphasis on format and style of Genealogical Reports, and on professional practice   |
| <b>Unit 1:</b>  | There are six Tutorial Topics, each of which has an Assignment. In addition, a Learning Log must be completed and submitted.   |
| <b>Unit 2:</b>  | There are five Assessment Études. The details of these will be available at the start of the course. Three are mandatory (but the topic can be negotiated). The Area Étude could be a Parish, Registration District, Street, Village etc. across time, or a snapshot at one time. The House Étude could be an occupied building of any sort, across time, in any location chosen. The Geographical Étude can be chosen from Irish, U.S., Canada, British Empire, Australian, NZ, European, Jewish or other sources, by negotiation, and could be, for example, an emigration or immigration study. The Option Étude will be either Heraldic, Mediaeval, Scottish Baronial or English Landed/Peerage, by negotiation. The One-name Étude is self-explanatory. |
| <b>Unit 3:</b>  | This Unit concerns itself with the understanding, transcription and (occasionally) translation of important classes of older documents. These, and additional materials, will all be available from the Session prior to submission date.  |
| <b>Unit 4:</b>  | Methods of Professional Enquiry is a University requirement for those undertaking postgraduate study. As well as integrating aspects of the subjects above, this Unit provides practical skills in, record keeping, analysis of evidence, and professional ethics, standards and practice. The Assessment for Unit 4 is the Dissertation, but each Session has Assignments, which are milestones towards the Dissertation.   |
| <b>Dates</b>    | The timetable is based on the standard academic year. The Sessions (D1, D2 etc.) are one month apart, except for extra time built in for Christmas/New Year and Easter (22 & 25 April 2011)  |

**MSc Advanced Professional Studies 2010-11** – Total 60 SM credits 600 hours. This starts on Friday 29 October 2010. The only major submission is a thesis of 12,000-16,000 words or equivalent, plus a learning log, submitted in late June with mileposts to reach along the way. There is online tutor guidance on academic writing, study and research skills etc.

## **POSTGRADUATE CERTIFICATE and DIPLOMA IN GENEALOGICAL STUDIES**

So far...120 students from 7 countries

Deciding to study for the post-grad certificate was the best decision I've made in a long time. The support from the tutors was second to none and the knowledge gained is invaluable. I'd recommend this course to anyone with an interest in pursuing genealogy as a career.

*Samantha (Liverpool)*

The Certificate course has been thoroughly worthwhile. It combines theory with practical exercises and allowed me to develop my genealogical expertise too, in areas outside those I was already familiar with. Not only that, but I've gained some new friends too - an added bonus and something I didn't expect, because I was an "online" student! Thanks to both Bruce and Graham, the course was well worth the money! I'm now looking forward to the Diploma.

*Jeanette (London)*

Not just for those living in the UK, but a valuable experience for anyone with an interest in history and genealogy worldwide..."

*Karen (Connecticut, USA)*

Loved the course really and admired your patience and forbearance!

*Laurence (Dorset)*

A comprehensive and enjoyable course, highly recommended for anyone wishing to develop a deeper understanding of the field of genealogy.

*Lauren (Aberdeen)*

I have been researching my family history for ten years and thought I knew nearly all there was to know, but this course opened my eyes to just how much I didn't know.

*Virginia (Fife)*

I searched around for some time for a suitable genealogy course. The PG-Certificate in Genealogical Studies run on-line by Strathclyde University came to my attention. This turned out to be a most enjoyable course, which was challenging, educational, informative and definitely, in my view, worth doing.

*Robert (Dundee)*

The certificate course will open your eyes to many areas of genealogy you perhaps know little about by providing interesting and stimulating lectures from the experts as well as access to excellent on line resources

*Gordon (Dumbarton)*

A challenging but comprehensive and extremely worthwhile course for those wishing to perfect their genealogy knowledge and skills.

*Roderick (Edinburgh)*

An excellent course, well presented, enthusiastically received

*Audrey (Fife)*

### **If you have any questions, please contact:**

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Dr Bruce Durie, Course Director

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