MASTER OF DIGITAL HUMANITIES

Practical information
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1. INTRODUCTION

Welcome to the Master in Digital Humanities (MDH) programme of the KU Leuven.

With this handout we want to give you some practical information about the Digital Humanities program.

The most urgent thing to do at the beginning of the academic year is to register as soon as possible at the Naamsestraat 22 in Leuven (deadline October 11).

All notices will appear on the MDH webpage - www.mdh.kuleuven.be (“Student information page”).

You are expected to regularly consult this page for practical information throughout the academic year, but for important notices, you will also get an email. Of course, you are required to check your email account (@student.kuleuven.be).

2. GOALS OF THE PROGRAMME

The Master of Science in Digital Humanities prepares graduates from Humanities and Social Sciences for the challenges the digital world offers. It helps graduates to develop digital competencies that will allow them to add digital dimensions to their own domain expertise. It aims to explicitly link these competencies to research questions, case studies and applications related to the domain expertise of the students.

Graduates of this programme will be able to bring their own domain expertise to a significantly higher level of functionality, using digital tools and techniques. Building both on the expertise they obtained from the programme and their prior expertise in Humanities or Social Sciences, graduates will be well placed to open many new digital applications to a much wider community. Moreover, those who wish to move to a professional profile involving more advanced digital competencies, are well prepared to do so.

3. CONTACT INFORMATION

Programme Director
Danny De Schreye
Dept. Computer Science, Celestijnenlaan 200A, 3001 Heverlee, room 01.133
phone: 016 32 75 56
e-mail: Danny.DeSchreye@cs.kuleuven.be

Academic Officer (Secretariat)
Nina Geenen
Dept. Computer Science, Celestijnenlaan 200A, 3001 Heverlee, room 00.02
phone: 016 32 72 64
e-mail: Nina.Geenen@cs.kuleuven.be

Ombuds (person to be contacted for questions concerning exams and exam regulations)
Vincent Nys
Dept. Computer Science, Celestijnenlaan 200A, 3001 Heverlee, room 03.184
phone: 016 37 24 06
e-mail: Vincent.Nys@cs.kuleuven.be
4. THE DIGITAL HUMANITIES PROGRAMME

All students must follow the introductory components, the management component, the seminar ‘Emerging Technologies and Applications’ and make a thesis or do an internship. This amounts to 36 credits. In addition, students need to select 24 credits of optional courses from the components “Tools for the Digital World” (at least 6 credits) and “Application Domains” (at least 6 credits).

Students should select these topics according to their prior expertise and their goals for the program. On the student information page, some suggestions for model trajectories are made.

Note that you may apply for an exemption for certain courses, in case these courses (or an equivalent course) were already followed in a previous program.

Once the programme is approved by the programme director it becomes final.

For the courses of the second semester, students will get the chance to change their selection in the beginning of the second semester.

One of the mandatory programme components is a seminar: Emerging Technologies and Applications (ET&A). This seminar is scheduled weekly in the MDH schedule, but we will not use the full 26 sessions. You will be informed about which of the sessions are held.

The ET&A seminar will consist of three types of sessions: presentations by invited speakers, sessions in which students present and discuss their thesis/internship work and sessions in which students present some emerging technology or application of their own selection.

At KU Leuven, students participate in the evaluation and improvement of the study programs. Every study programme has a Programme Advisory Committee (PAC. In Dutch: Permanente Onderwijs Commissie – POC). This committee meets at least three times in an academic year. The task of the PAC is to monitor the quality of the program, identify problems, both in terms of the content and the implementation of the program, and work out solutions to improve the program. The central lecturers of the programme are members of the PAC. In addition, the committee consists of two representatives of the teaching assistants and of five representatives of the students. Students are warmly invited to apply to be member of the committee (contact Danny De Schreye). If more than five students are candidates for the committee, a vote by all students will determine the student delegation.
5. EXAMINATIONS

The KU Leuven uses a 2-semester system. This implies that at the end of both semesters an exam period is organized for all courses taught during that semester:

- First semester: exam period takes place in January
- Second semester: exam period takes place in June.

Note though that most of the courses in MDH do not have an exam in the examination period. Most courses are evaluated through projects, papers, discussion sessions, presentations and class participation. Students are not permitted to redo exams from the first semester in June (one has to wait until August).

Students enrolled at the University are automatically enrolled for the examination in January and June. For exams in August, students need to explicitly register for them.

All official regulations to pass the exams or to transfer credits between exam periods (or between academic years) can be consulted on the following webpage: https://www.kuleuven.be/education/regulations/2017/.

Vincent Nys is appointed as ombudsperson for the MDH program. He can provide extra information or advice. He can also mediate in cases of conflict. We will organize an information session during the year to explain a number of the examination regulations to students who are new at the KU Leuven.

6. THESIS / INTERNSHIP

All students need to complete a thesis or do an internship. Both are concluded with a document. In the case of a thesis, this is a scientific document. In the case of an internship, this is an internship report, which is still written in a scientific style. Regarding the size of the document:

- a thesis/internship in which the focus was not on building a larger system, application or other artifact: guideline 40-50 pages.
- a thesis/internship with a substantial other output than the text: 20-30 pages is sufficient, but there should be annexes (on paper or electronically) on the artifact. In this case, 40-50 pages is still allowed.

The promotor of the thesis decides on the choice between these two. In any case: every thesis should involve some aspect of development or experimentation with some digital tools.

The students need to select a topic for the thesis/internship. A list with thesis and internship proposals is available on the student information page on the MDH-website. This list is occasionally updated in the first couple of weeks of the new academic year, so it is advised to check it more than once.

Students are required to take contact with the contact person for the thesis/internship. For a thesis, after agreement between the student and the supervisor, the latter signs the MDH Thesis Form (see Appendix 3) that states that the project is assigned to the student. Signed forms need to be returned to the MDH secretariat by the last Friday of October.

For an internship, after discussion with the contact person, assignment of an internship to a student is done by the programme director, after consultation with students and internship context person.

The assignment of an internship to a student is conditional. If a student obtains very weak study results in the January exam period, the programme coordination reserves the right to cancel the internship agreement and to offer the student a thesis topic instead.

A student may also propose his/her own thesis topic or internship. Depending on the quality of the proposal for the internship (one criterion is that the internship needs to have some research dimension) the student can be assigned to it by the programme coordination.

For each internship, a supervisor from the teaching staff will be appointed to monitor the progress in the internship.
The thesis/internship report is publicly defended before a jury, consisting of the promoter of the thesis and two readers.

All additional information regarding the thesis can be found on the student information page.

7. FACILITIES

Classrooms
Half of the classes of the MDH programme take place at the Campus Arenberg in Heverlee. On the timetable (appendix 1) you can find the abbreviation of the rooms, the explanation of this abbreviation and – for the locations in Heverlee - the plan in appendix 2 might be helpful. Most other classes take place in the center of Leuven.

Computer facilities
The students obtain a KU Leuven (“Ludit”) e-mail address, a login ID and a password while registering in the University Hall, Naamsestraat 22, Leuven.

PC-labs are available on several locations, e.g. Celestijnenlaan 200C, but also at several locations in Leuven (among others, Dekenstraat). The PC-labs of the Department of Computer Science, Celestijnenlaan 200A, rooms 00.25, 00.26, 00.124 will also be available for use by students. The Department of Computer Science building and its PC-labs are open to students on a 24/24 hours basis.

Students can also use the printer on the ground floor of the Department of Computer Science. You are entitled to 250 pages of free printing. After the first 250 pages, each printed page costs 5 cent.

Important: Normally MDH-students can enter the Department of Computer Science using their student card. Normally their KU Leuven account also works on the PC-labs of Computer Science. If either of the two above does not work, please contact the system-people in office Celestijnenlaan 200A room 01.03.

Library
You can search for books and journals using CWIS: http://bib.kuleuven.be.

Books and master’s theses (but no journals) can be borrowed for a maximum of 14 days. It is possible to extend this period by informing the librarian or by means of the internet. If you return books late, you have to pay a fine. The library also offers a photocopying service.

In order to make use of the library services, a student ID is required. You receive this ID card after your official registration in the master’s programme at the University Hall, Naamsestraat 22, Leuven. The card gives access to all libraries of the KU Leuven.

Student restaurant ALMA
There are three student restaurants at KU Leuven where one has the choice between several meals at a moderate cost. ALMA1 and ALMA2 are in the center of Leuven. ALMA 3 is located nearby the Arenberg Castle.
8. APPENDICES

Appendix 1: Timetable

For daily use the timetable is easily accessible via the mdh-webpage on the student information page, click on “detailed course description and the schedule”. Then, click on the righthand side “Master of Digital Humanities – 60 ECTS” and click then on “Schedule” (lefthand side).

Note: these are preliminary timetables (please check regularly for updates).
Appendix 2: Map of the Campus
Appendix 3: MDH Thesis form

**Thesis information**

Name:

Thesis title:

Promotor(s):  

Signature of promotor(s):

If applicable: name(s) of daily leader(s):

*Hand in before the last Friday of October at the MDH secretariat, Dept. Computer Science.*