UNIVERSITY OF LIVERPOOL

**MASTER OF ARCHIVES
AND
RECORDS
MANAGEMENT**

PROSPECTUS 2012/13

Prospectus

Postgraduate education in archives and records management has been offered at Liverpool since 1947. Our aim remains to provide a programme that is stimulating and challenging: students will enjoy an exacting and rigorous year. MARM includes the traditional elements for which Liverpool has always been renowned, whilst incorporating teaching which encompasses the most up-to-date professional theory and practice. As a result, the University offers in MARM a well-rounded course providing a complete education for students wishing to pursue a career in archives and records management. In Semester 1 there are around 10 hours of contact teaching per week along with student-led group work allowing students time to find solutions to professional problems for themselves and personal study.

The benefits of this hard work are immediately apparent, and graduates begin their career well equipped to deal with the increasing demands the profession places on its new recruits. Perhaps the most convincing testament to the success of the Liverpool programme is our employment record: in general, students actively applying for them gain professional jobs within six months of starting to apply. Many obtain jobs even more quickly: for example, over 50% (11/21) of students from the 2009/10 cohort had already secured professional posts by October 2010. As well as posts in local government, business and the voluntary sector, three students obtained posts in European or international organisations and all students are encourage to think creatively about job applications. We are particularly keen to encourage students who wish to develop international careers.

The University of Liverpool is uniquely well placed to provide a holistic approach to archives and records management education and training through the MARM programme:

A summer garden party

- delivered from within the School of Histories, Languages and Cultures, the programme has access to excellent resources for training in research methodology and in the exploitation of to archives
- Liverpool has a continuing tradition of excellence in the teaching of mediaeval palaeography, diplomatic and Latin.
- the University has a developing research culture in this area and MARM students are encouraged to discuss the possibilities of postgraduate research at the point of application or during the year.

MARM has three academic staff specialising in archives and records management research and teaching and the programme also draws on expertise both from within and outside the School

MARM has strong links with professional organisations across the UK and internationally. These links assist in the on-going development of education and training activities and the increasing research agenda. Bodies such as The National Archives, the Archives & Records Association(ARA), the Business Archives Council and National Museums Liverpool, as well as many employers both locally and nationally, in the public and private sectors, provide students with invaluable expertise and support, through visiting lecturers, trips to sites and work placements. Students are encouraged to join, at student rates, the ARA, the Information & Records Management Society and the International Council on Archives.

An annual social event is the student welcome party and training workshop hosted by the ARA North West Region. Outside the formal programme there are ample opportunities to socialise with fellow students and the compact campus setting, where many students chose also to live, fosters a real sense of a MARM identity.

Programme structure

Certificate Modules (Semester 1, 60 credits)

HIST 543	Record-keeping theory and principles (10)
HIST 541	Documentation and description (10)
HIST 563	Record-keeping systems and processes (20)
HIST 565	Digital records: their nature, use and preservation in the information society (10)
HIST 515	Modern palaeography (10)

Diploma Modules (Semester 2, 60 credits)

HIST 565	Management Skills (10)
HIST 569	Exploitation, preservation and use of records in the repository (20)

and 2 x 15 credit modules from e.g.

HIST 511	Archives and History
HIST561	International Recordkeeping
HIST 544	Business records and environment
HIST 540	Medieval palaeography
HIST576	European collaborative module

Master 's level (60 credits)

HIST 550	Dissertation

Total	**180 credits**

Methods of Assessment

With the exception of one examination for palaeography assessment is continuous, and designed to test the all-round competencies of the student, both theoretical and practical. Along with essays, reports and other written exercises, assessments will include practical tasks and oral presentations.

Additional programme elements

Induction programme An introductory session in Liverpool before the start of Semester 1 provides an overview of the course, the opportunity to meet course tutors and fellow students, and be introduced to the to the University and its campus.

Generic management and personal skills development The involvement of practising records managers and archivists within the programme allows students to gain an understanding of generic management techniques and concerns. Presentation skills development is a particular feature of the programme from the outset.

Visits and talks Students spend two days visiting national institutions in London (and will need to budget for this). In addition several modules include visits to local repositories and talks from speakers at the cutting edge of professional practice. Students can exploit the experience and knowledge gained in this way in many parts of the programme.

Modules

HIST 541 Record-keeping theory and principles (10cr)
An introduction to record-keeping theory and principles as applied within different environments, throughout records' active and inactive life

HIST 543 Documentation and description (10 cr)
How description and documenting records and archives can ensure their authenticity and usability of records and archives for as long as needed helping both creators and users of records

HIST 563 Record-keeping and systems and processes (20 cr)
Introduces the processes, standards and systems and required to implement recordkeeping systems within all types of environments.

HIST 563 involves students in a week-long project working with a university department (left) which culminates in a formal presentation

HIST 566 Digital records: their nature, use and preservation in the information society (10 cr)
Exploring ways in which ITCs affect the management and exploitation of records, and the changing role of the record-keeper in the digital environment.

HIST 515 Modern Palaeography (10 cr)
Gives a practical grounding in all the main types of vernacular script likely to be encountered in local government, business and specialist archives from c.1500 onwards. Introduces the knowledge and skills required for the description and interpretation of conveyancing instruments from the sixteenth to the twentieth century, an understanding of their diplomatic.

HIST 569 Exploitation, preservation and use of records in the repository (20 credits)
Provides an understanding of the design and implementation of effective policies and procedures for preserving records and making them accessible for the widest possible variety of uses and users.

Electives: Students should choose 2 x 15cr modules. In 2011/12 these were:

HIST 544 Business records and the business environment (15 cr)
Aims to give the student an appreciation of the work of the archivist in a business environment, and practical knowledge of business records.

HIST 540 Medieval palaeography (15 cr)
Practical training in reading and interpreting the different types of script to be found in legal, financial and administrative documents in England and Wales before 1500 and a thorough grounding in Latin usage in these documents.

HIST 511 Archives and history (15 cr)
Provides a sound understanding of the provenance, historical significance, and use of the main types of record like to be in their care as local authority archivists in the U.K.

HIST561 International recordkeeping (15cr)
Investigates the similarities and differences within international recordkeeping practice, explores the potential for globalisation and considers 'big issues' such as human rights

HIST576 Archidis - European Collaborative module (15cr)
Up to 7 places are available for an opportunity to work with students from northern European   universities I a collaborative module culminating in a 2-week summer school.

Students take modules up to the value of 60 credits. HIST 565 and HIST 569   are compulsory modules:

HIST 565 Management skills (10 cr)
Addresses the application of general management techniques to record-keeping environments

HIST 550 Dissertation (60 cr)
Undertaken over the summer, this enables the student to complete a piece of original research, potentially to a publishable standard.

Fees and financial information

Tuition fees for 2012/13 have not yet been set. Up to date information about fees and financial opportunities are available at www.liv.ac.uk/study/postgraduate/finance/index.htm The University recommends that students anticipate a further cost of c.£5000-£7000 for accommodation and subsistence.   Scottish applicants may apply to the Student Awards Agency for Scotland http://www.saas.gov.uk/index.htm   and are advised to seek advice from the Programme Director before doing so. Students are predominantly financed through Career Development Loans or savings. For more information about fees, sources of financial support, and accommodation, overseas applicants should see the MARM (International) prospectus and general information at http://www.liv.ac.uk/study/international/

Entrance requirements

Education
Candidates must be graduates with a first or second class degree (2:1) from an approved university or with such other qualifications as are considered sufficient by the University. Applicants in the latter category are advised to contact the Director of Studies for further information about access requirements before applying.

Work Experience
All candidates must have had some practical experience in a records environment. This helps to ascertain the level of understanding of, and commitment to, a career in the field, and provides an invaluable introduction to the knowledge and skills required to complete MARM successfully. FARMER, the Forum for Archives and Records Management Training and Research in the UK, has issued guidelines on the competencies that the postgraduate courses are looking for in their applicants. A copy is available from the LUCAS website at http://www.liv.ac.uk/lucas/FARMER/farmer_homepage.htm.

FAQs
See www.liv.ac.uk/lucas/MARM_FAQ.pdf for answers to some Frequently Asked Questions

Abercromby Square: view towards the School of Histories, Languages and Cultures

Application information

Applications
Applications may be submitted electronically through the from available at http://www.liv.ac.uk/study/postgraduate/applying/online.htm

Alternatively you may download the form and submit a paper copy (see http://www.liv.ac.uk/study/postgraduate/applying/offline.htm)

The MARM programme is always oversubscribed and students are advised to consider carefully the information given on the application form

Deadline for UK applications
Applications **must be** received by **Friday 3 February 2012** for admissions in September 2012. Later applications can be considered only if successful candidates are unable to take up their places.

International students may apply at any time but are advised to apply as early as possible and preferably before the end of May.

Interviews and offers
Interviews usually take place in February/March. All candidates selected for interview will be interviewed by an academic member of staff on the MARM programme and one other person, usually a practising archivist or records manager.

Successful candidates will receive a formal letter offering either a conditional or unconditional place on the programme; this must be accepted in writing by the candidate.

Registration
All successful entrants will register for the 12-month Master's programme and are accepted on the understanding that they will complete a dissertation; however a Diploma exit point is provided for those who are not undertaking a dissertation (often those students already holding a Masters or research degree in another discipline).

Applicants should note that there is no part-time option currently offered for MARM; all places are offered on a full-time basis

Many modules include problem-solving and task work in groups. Team working and presentational skills are key attributes in the professional environment. There is ample opportunity to practice both