

**FOR COMPLETION BY MA ARCHIVES & RECORDS MANAGEMENT (MA-ARCM)
MAJORS ONLY!**

**THE UNIVERSITY OF THE WEST INDIES
DEPARTMENT OF LIBRARY AND INFORMATION STUDIES**

REGISTRATION FORM
MASTER OF ARTS IN ARCHIVES & RECORDS MANAGEMENT (MA-ARCM)
2022/2023

Student ID Number: _____ **Date of Entry to Programme:** _____

Name: Mr/Miss/Mrs _____
Surname First Name Middle Name

Present Address	Permanent Address	Work Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

Telephone Number: _____
Cell Home Work/Other

Email: 1. _____ 2. _____

Nationality: _____ **Status:** Full-time [] Part-time [] Face-to-face [] Online []

First Degree obtained at: _____

Title of Degree: _____

Class of Degree: _____

Start and completion date of Degree: _____ / _____

Most Recent Employment:

<u>Organisation and Address</u>	<u>Position</u>	<u>Date</u>	<u>Supervisor</u>
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Work Experience:

<u>Organisation & Address</u>	<u>Position</u>	<u>Date</u>	<u>Supervisor</u>
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SEMESTER 1 Year 1

Students are required to take THREE (3) core courses as follows:

Core Courses: (3 credits each)

- ARCM6001 - Fundamentals of Archives and Records []
- LIBS6106 - Management of Library & Information Units []
- ARCM6010 – Methods of Inquiry for Archives & Records []

SEMESTER II Year 1

Students are required to take THREE (3) core courses as follows:

Core courses: (3 credits each)

- ARCM6002 - Acquisition, Organization and Access of Archival Materials []
- ARCM6003 - Preservation of Archival Materials in Tropical Environments []
- ARCM6004 - Records Management in the Digital Age []

SUMMER Year 1

- ARCM6005 - A Practicum in an approved archives/records management facility []

SEMESTER I YEAR 2

Core Courses: (3 credits each)

Students are required to take ONE (1) core course and TWO (2) electives as follows:

- ARCM6006 - Memory and Recordkeeping in the Caribbean []

Electives: (see which semester offered)

- LIBS6002 - Information Communication and Society []
- LIBS6501 - Information Technology 1 []
- ARCM6007 – Preserving & Managing Sound & Visual Media []

SEMESTER I &II YEAR 2

- ARCM6009 - Research Paper (10,000—15,000 words) 6 credits []

Students are expected to begin working on their Research Paper which should be submitted at the end of the 3rd semester – (Summer Term)

Student’s Signature

Date

(Signature of HOD or nominee)

Date