ARCHIVES AND RECORDS MANAGEMENT MA / 2019/20 ENTRY

www.ucl.ac.uk/graduate/
The Archives and Records Management MA provides the skills and knowledge that are needed by new entrants to the profession in the United Kingdom and abroad. Students learn to manage and preserve records created in the present and those inherited from the past for use in the present and future.

**Degree summary**

The programme focuses on the management of records and archives in a variety of digital and hard copy formats. Students learn to manage, organise, interpret and provide access to a wide range of records and archives, focusing on both the management of records for ongoing purposes, and their selection, preservation and accessibility for future uses including historical research.

- UCL boasts one of the longest-established archive education programmes in the UK. It is taught by leading experts in the field, drawing on their innovative research as well as extensive practical experience of archives and records work.
- Students benefit from UCL’s location close to many records management services, and the broadest grouping of historical archives in any city in the English-speaking world.
- The programme hosts an impressive range of visiting speakers, organises frequent field visits to a wide variety of working environments and a two-week placement, all of which provide unique occasions to network and create professional links with key players in the sector.

The programme is delivered through a combination of lectures, seminars, computer laboratory sessions and class-based practical exercises, with a strong emphasis on group and peer learning and the acquisition of practical skills underpinned by archival theory and knowledge. Assessment is through a mixture of essays, reports, and practical assignments.

**Accreditation**

The ARA accreditation is valid for 5 years starting from 2018.

**Degree structure**

Mode: Full-time: 1 year; Part-time: 2 years; Flexible: up to 5 years

Location: London, Bloomsbury

Part-time students (2 years) attend on average two days per week, depending on which modules are selected per year/term.

MA students undertake modules to the value of 180 credits. The programme consists of five core modules (90 credits), two optional modules (30 credits) and a research dissertation (60 credits).

A Postgraduate Diploma, five core modules (90 credits), two optional modules (30 credits), full-time nine months or flexible study up to five years, is offered.

A Postgraduate Certificate, four optional modules (60 credits), full-time 15 weeks or flexible study over a period of up to two years, is offered.

Please note that the list of modules given here is indicative. This information is published a long time in advance of enrolment and module content and availability is subject to change.

**COMPULSORY MODULES**

- Concepts and Contexts (30 credits, taught across two terms)
- Creation and Capture
- Curation and Stewardship
- The Record-keeping Professional
- Access and Use of Archives and Records

**OPTIONAL MODULES INCLUDE**

- Collections Care
- Digital Resources in the Humanities
- Information Governance
- Manuscript Studies
- Reading and Interpretation of Archives from 1500
- Database Systems and Design
- Oral History: Creation to Curation
- Digital Curation

**DISSERTATION/REPORT**

- All MA students undertake an independent research project which culminates in a dissertation of 10,000–12,000 words.

The work placement gives students taking the MA/Dip experience of how the techniques they have learned may be applied in practice. Placements last for two weeks, and are undertaken as part of the Curation and Capture core module just after the beginning of the third term (May). We arrange placements individually for each student and do our best to match the placement with their interests and experience.
Your career

Past graduates have taken up professional roles at prestigious organisations and institutions including national societies, university libraries and the House of Commons.

Employability

This programme prepares students to work in a wide variety of traditional and non-traditional archives and information management roles in both the private and public sectors, in the UK and internationally.

Students benefit from the department's excellent links with employers in the information professions which provide them with ‘real life’ experience through guest lectures, visits and a placement. Students also receive specific careers advice, including how to construct CVs. In the longer term the programme equips students with the skills and knowledge to have long and successful careers in their chosen field and become leaders in their profession.
Entry requirements

Normal requirements for admission are a minimum of an upper second-class UK Bachelor's degree or equivalent, and also a substantial period of paid or voluntary employment (usually equivalent to about a year) in an established archive or records service, or experience in a post where management of archives or records is a substantial part of the postholder's responsibility.

English language proficiency level

If your education has not been conducted in the English language, you will be expected to demonstrate evidence of an adequate level of English proficiency.

The level of English language proficiency for this programme is: Good. Information about the evidence required, acceptable qualifications and test providers is provided at: www.ucl.ac.uk/graduate/english-requirements

Your application

Students are advised to apply as early as possible due to competition for places. Those applying for scholarship funding (particularly overseas applicants) should take note of application deadlines.

When we assess your application we would like to learn:

- why you want to study Archives and Records Management at graduate level
- why you want to study Archives and Records Management at UCL
- what particularly attracts you to this programme
- how your academic and professional background meets the demands of this programme
- where you would like to go professionally and/or academically with your degree

There is an application processing fee for this programme of £75 for online applications and £100 for paper applications. Further information can be found at: www.ucl.ac.uk/prospective-students/graduate/taught/application.

FEES AND FUNDING 2019/20 ENTRY

<table>
<thead>
<tr>
<th>Category</th>
<th>UK (FT)</th>
<th>UK (PT)</th>
<th>EU (FT)</th>
<th>EU (PT)</th>
<th>Overseas (FT)</th>
<th>Overseas (PT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>£9,860</td>
<td>£4,930</td>
<td>£9,860</td>
<td>£4,930</td>
<td>£21,220</td>
<td>£10,720</td>
</tr>
</tbody>
</table>

The tuition fees shown are for the year indicated above. Fees for subsequent years may increase or otherwise vary. Further information on fee status, fee increases and the fee schedule can be viewed on the UCL Students website.

Fees for flexible, modular study are charged pro-rata to the appropriate full-time Master's fee taken in an academic session.

Scottish applicants may be eligible for an award from the Student Awards Agency for Scotland.

Full details of funding opportunities can be found on the UCL Scholarships website: www.ucl.ac.uk/scholarships

APPLICATION DEADLINE

All applicants: 10 June 2019

Details on how to apply are available on the website at: www.ucl.ac.uk/graduate/apply

CONTACT

Miss Laura Keshav, Postgraduate Administrator

Email: l.keshav@ucl.ac.uk

Telephone: +44 (0)20 7679 7204

EU referendum

For up-to-date information relating to specific key questions following the UK’s decision to leave the EU, please refer to www.ucl.ac.uk/brexit