**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)**

**2020/2021**

**Student ID Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of Entry to UWI:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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:**

Organisation and Address Position Date Supervisor

**Archival/Records/Heritage Experience:**

Organisation & Address Position Date Supervisor

**SEMESTER 1 Year 1**

*Students are required to take THREE (3) core course 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 and Recordkeeping [ ]

**SEMESTER II Year 1**

*Students are required to take THREE (3) core course 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 TWO (2) core courses and ONE (1) elective as follows:*

ARCM 6006-Memory and Recordkeeping in the Caribbean [ ]

LIBS6501 - Information Technology 1 \* [ ]

**Elective:** *(see which semester offered)*

ARCM6007 - Preserving and Managing Sound and Visual Media [ ]

LIBS6002 - Information Communication and Society [ ]

**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 handed at the end of the 3rd semester – (Summer Term)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of HOD or nominee) Date

Aug. 2020