



MARM

# Archives and Records Management (Digital Pathway)

## Study mode

Full-time

Part-time

## Duration

12 months

24 months

Apply by: **14 March 2025**

Starts on: **22 September 2025**

## About this course

The Master of Archives and Records Management (MARM) is accredited by the Archives and Records Association as the recognised qualification for archivists and records managers in the UK and Ireland. The MARM Digital Pathway is designed for those pursuing a career as a digital archivist or records manager.

## Introduction

You'll gain the knowledge you need to pursue an archives and records career in research, business, government, academia – indeed anywhere that qualified professionals are needed.

The MARM digital pathway offers the opportunity to take a wider range of modules relevant to digital record-keeping as elective options. This pathway is therefore particularly suited to those aiming for a career as a digital archivist or records manager, or no need for palaeography skills.

We'll teach you to work in a way that provides the accountability and transparency demanded for good governance, effective operating public in an organisational context or which meets the needs of archive users in the wider cultural and heritage environments.

There's a strong practical element and you'll be linked with the [Liverpool University Centre for Archive Studies](#) (LUCAS) which coordinates our research and

outreach activities.

This pathway is available full-time and part-time, for in-person study on campus.

**Please note, to study the Digital Pathway, you should apply for either the MARM or MARM(I) on our online application portal and then choose the modules outlined on this page.**

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## Who is this course for?

This programme is suitable for graduates looking to pursue an archives and records career. The MARM digital pathway is particularly suited to those aiming for a career as a digital archivist or records manager.

While some professional experience is needed for this course, we are keen to support people from all backgrounds to access this course and would encourage anyone interested to review our FAQs document.

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## What you'll learn

- A deep theoretical and practical understanding of effective management of archives and records, including standards and best practice
- The accountability and transparency demanded for good governance
- The processes and techniques required to implement environment-specific, best practice record keeping
- An introduction to some of the post-medieval legal, financial and administrative vernacular documents which are most commonly encountered in the sector
- The concepts, tools and resources required for managing an archive or records management service.

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# Course content

Discover what you'll learn, what you'll study, and how you'll be taught and assessed.

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## Semester one

Students undertaking the **digital pathway** take 45 credits of required modules and 15 credits of optional modules in semester one.

## Part time information

Classes directly associated with the MARM programme (excluding some optional modules) are scheduled to take place on Monday, Tuesday and Wednesday mornings. This means it's possible for you to complete the programme part-time whilst working on Thursdays and Fridays.

## Modules

| Compulsory modules  | Credits |
|---|---------|
| <u>RECORD-KEEPING THEORY AND PRACTICE (HIST577)</u>                   | 30      |
| <u>RECORDKEEPING SYSTEMS AND THE ORGANISATIONAL CONTEXT (HIST575)</u> | 15      |

  

| Optional modules   | Credits |
|--|---------|
| <u>BIG DATA AND SOCIETY: FOUNDATIONS, POLITICS, AND POLICY B (COMM752)</u> | 15      |
| <u>INTRODUCTION TO DATA SCIENCE B (COMM767)</u>                            | 15      |
| <u>BIG DATA ANALYTICS (COMP529)</u>  | 15      |
| <u>GEOGRAPHIC DATA SCIENCE (ENVS563)</u>                                   | 15      |

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| Optional modules  | Credits |
|---|---------|
| <u>APPLIED GEOGRAPHIC INFORMATION SCIENCE (ENVS609)</u> | 15      |

Programme details and modules listed are illustrative only and subject to change.

## Semester two

Students undertaking the **digital pathway** take 30 credits of required modules and 30 credits of optional modules in semester two.

## Part time information

Classes directly associated with the MARM programme (excluding some optional modules) are scheduled to take place on Monday, Tuesday and Wednesday mornings. This means it's possible for you to complete the programme part-time whilst working on Thursdays and Fridays.

## Modules

| Compulsory modules  | Credits |
|---|---------|
| <u>DIGITAL RECORDS: THEIR NATURE, USE AND PRESERVATION IN THE INFORMATION SOCIETY (HIST566)</u> | 15      |
| <u>MANAGEMENT SKILLS (HIST565)</u>  | 15      |

  

| Optional modules   | Credits |
|--|---------|
| <u>INTERNATIONAL RECORD KEEPING (HIST561)</u>                          | 15      |
| <u>HERITAGE DOCUMENTATION, DIGITISATION AND PRESENTATION (ARCH739)</u> | 15      |
| <u>BIG DATA AND SOCIETY: ALGORITHMS AND PLATFORMS B (COMM754)</u>      | 15      |

| Optional modules                               | Credits |
|--|---------|
| <u>WEB PROGRAMMING (COMP519)</u>               | 15      |
| <u>DATA MINING AND VISUALISATION (COMP527)</u> | 15      |

Programme details and modules listed are illustrative only and subject to change.

## Summer period

For all pathways, students must take either HIST550 or HIST555. HIST550 and HIST555 are taken over the summer vacation period. Students must seek advice from the Programme Director before registering for the work-based Dissertation HIST555.

## Modules

| Optional modules                         | Credits |
|--|---------|
| <u>WORK BASED DISSERTATION (HIST555)</u> | 60      |
| <u>MARM DISSERTATION (HIST558)</u>       | 60      |

Programme details and modules listed are illustrative only and subject to change.

## Teaching and assessment

### How you'll learn

Teaching takes place in regular two hour interactive lectures or 50 minute small-group seminars and workshops as we believe this leads to the best collaboration between students and staff.

Practical learning is embedded throughout the course through short placements on some modules, as well as the option to undertake a work-based dissertation, which is designed to help embed professional practice and prepare you for a career in

archives and records management. There are also field trips during the programme, which enables you to experience and research relevant best practice in the industry. This takes place alongside directed and self-directed digital learning with professional digital tools to support the develop of relevant skills for future careers.

## How you're assessed

Assessments may include a combination of written and oral assessments, as well as examinations to test specific skills developed through this course.

Written assessments may include essays, professional communication methods such as reports, blogs and flyers, and transcription/translation assessments.

Oral assessments may include face-to-face and video presentations which mirror skills used in professional life.

## Liverpool Hallmarks

We have a distinctive approach to education, the Liverpool Curriculum Framework, which focuses on research-connected teaching, active learning, and authentic assessment to ensure our students graduate as digitally fluent and confident global citizens.

The Liverpool Curriculum framework sets out our distinctive approach to education. Our teaching staff support our students to develop academic knowledge, skills, and understanding alongside our **graduate attributes**:

- Digital fluency
- Confidence
- Global citizenship

Our curriculum is characterised by the three **Liverpool Hallmarks**:

- Research-connected teaching
- Active learning
- Authentic assessment

All this is underpinned by our core value of **inclusivity** and commitment to providing a curriculum that is accessible to all students.

# Careers and employability

MARM is an accredited and recognised qualification which prepares you for professional-level entry into employment in any area of archives or records management, in the UK or overseas. The Digital pathway has been designed to enhance employability in relation to the growing number of digital roles both within the sector and beyond.

This course has a successful record of graduates obtaining professional posts after graduation.

Our graduates have gone on to a range of positions including:

- Records Manager
- Digital Archivist
- Compliance Officer
- Cataloguer
- Collections Development Officer
- Heritage Activities Manager

Graduates have worked in organisations such as:

- The National Archives
- Hertfordshire Archives
- The National Gallery
- Foreign and Commonwealth Office
- International Slavery Museum
- Bristol University.

Students have also gained posts abroad, including at the European Central Bank in Frankfurt and the UN Food & Agriculture Organisation in Rome.

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## Career support from day one to graduation and beyond

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### Career planning

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## From education to employment

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## Networking events

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# Fees and funding

Your tuition fees, funding your studies, and other costs to consider.

## Tuition fees

### UK fees (applies to Channel Islands, Isle of Man and Republic of Ireland)

Full-time place, per year - £11,700

Part-time place, per year - £5,850

### International fees

Full-time place, per year - £24,100

Part-time place, per year - £12,050

Fees stated are for the 2025-26 academic year.

Tuition fees cover the cost of your teaching and assessment, operating facilities such as libraries, IT equipment, and access to academic and personal support.

- You can [pay your tuition fees in instalments](#).
- All or part of your tuition fees can be [funded by external sponsorship](#).
- International applicants who accept an offer of a place will need to [pay a tuition fee deposit](#).

If you're a UK national, or have settled status in the UK, you may be eligible to apply for a Postgraduate Loan worth up to £12,167 to help with course fees and living costs. [Learn more about paying for your studies](#).

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## Additional costs

We understand that budgeting for your time at university is important, and we want to make sure you understand any course-related costs that are not covered by your tuition fee. This could include buying a laptop, books, or stationery.

Find out more about the [additional study costs](#) that may apply to this course.

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# Entry requirements

The qualifications and exam results you'll need to apply for this course.

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## Postgraduate entry requirements

We accept a 2:2 honours degree from a UK university, or an equivalent academic qualification from a similar non-UK institution. This degree can be in any subject discipline. Please find a full list of [FAQs for UK applicants](#) giving more information regarding our admissions process.

As MARM is a professional qualification, you'll also need to demonstrate your knowledge and understanding of the archives and records management profession. Most of our students also have relevant work experience, paid or voluntary.

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## International qualifications

[Select your country or region to view specific entry requirements.](#)

If you hold a bachelor's degree or equivalent, but don't meet our entry requirements, a Pre-Master's can help you gain a place. This specialist preparation course for postgraduate study is offered on campus at the [University of Liverpool International College](#), in partnership with Kaplan International Pathways. Although there's no direct Pre-Master's route to this Master of Archives and Records Management, completing a Pre-Master's pathway can guarantee you a place on many other postgraduate courses at The University of Liverpool.

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## English language requirements

You'll need to demonstrate competence in the use of English language, unless you're from a [majority English speaking country](#).

We accept a variety of [international language tests](#) and [country-specific qualifications](#).

International applicants who do not meet the minimum required standard of English language can complete one of our [Pre-Sessional English courses](#) to achieve the required level.

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### **IELTS**

6.5 overall, with no component below 6.0

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### **TOEFL iBT**

88 overall, with minimum scores of listening 19, writing 19, reading 19 and speaking 20. TOEFL Home Edition not accepted.

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### **Duolingo English Test**

125 overall, with writing not less than 125, speaking and reading not less than 115, and listening not below 110

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### **Pearson PTE Academic**

61 overall, with no component below 59

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### **LanguageCert Academic**

70 overall, with no skill below 65

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### **PSI Skills for English**

B2 Pass with Merit in all bands

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### **INDIA Standard XII**

National Curriculum (CBSE/ISC) - 75% and above in English. Accepted State Boards - 80% and above in English.

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### **WAEC**

C6 or above

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## Pre-sessional English

Do you need to complete a Pre-sessional English course to meet the English language requirements for this course?

The length of Pre-sessional English course you'll need to take depends on your current level of English language ability.

### Pre-sessional English in detail

If you don't meet our English language requirements, we can use your most recent IELTS score, or [the equivalent score in selected other English language tests](#), to determine the length of Pre-sessional English course you require.

Use the table below to check the course length you're likely to require for your current English language ability and see whether the course is available on campus or online.

| Your most recent IELTS score   | Pre-sessional English course length | On campus or online                    |
|--|-------------------------------------|--|
| 6.0 overall, with no component below 6.0   | 6 weeks                             | On campus                              |
| 6.0 overall, with no component below 5.5   | 10 weeks                            | On campus and online options available |
| 6.0 overall, with no more than one component below 5.5, and no component below 5.0 | 12 weeks                            | On campus and online options available |
| 5.5 overall, with no more than one component below 5.5, and no component below 5.0 | 20 weeks                            | On campus                              |
| 5.0 overall, with no more than one component below 5.0, and no component below 4.5 | 30 weeks                            | On campus                              |

| <b>Your most recent IELTS score</b>  | <b>Pre-sessional English course length</b> | <b>On campus or online</b> |
|--|--|----------------------------|
| 4.5 overall, with no more than one component below 4.5, and no component below 4.0 | 40 weeks                                   | On campus                  |

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If you've completed an alternative English language test to IELTS, we may be able to use this to assess your English language ability and determine the Pre-sessional English course length you require.

Please see our guide to [Pre-sessional English entry requirements](#) for IELTS 6.5 overall, with no component below 6.0, for further details.

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