



MARM

# Archives and Records Management

**Study mode**

Full-time

**Duration**

12 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, with three specialist pathways available for you to choose from.

## 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.

You can shape your learning of archives and records management at Liverpool with our three pathway options:

1. Master of Archives and Records Management
2. [Master of Archives and Records Management \(international pathway\)](#)
3. [Master of Archives and Records Management \(digital pathway\)](#)

The main MARM pathway is distinctive for including palaeography as a core component, both English for the period 1500–1800 and optional Latin, as well as a module looking at the stewardship of physical collections.

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 attached to the [Liverpool University Centre for Archive Studies \(LUCAS\)](#) which coordinates our research and outreach activities.

The MARM programme is delivered in a synchronous hybrid format. Classes are held both in-person and online at the same time, meaning that on-site and distance-learning students attend the same sessions and can interact with each other. Some modules combine pre-recorded lectures with interactive seminars (again, held synchronously for in-person and online students). All classroom sessions which include a lecture-style taught element are recorded. Those students undertaking the programme online are offered additional tutorial opportunities to ensure they have the opportunity to ask questions and discuss progress.

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## Who is this course for?

This programme is suitable for graduates looking to pursue an archives and records career. With the different pathways available to meet key practice requirements for countries all over the world, this programme is designed to cater for graduates in the UK and overseas to specialise.

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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
- Develop palaeographical skills
- 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

For students taking the **MARM** (not digital or international pathways) all modules in semester one are compulsory.

## 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>ENGLISH POST-MEDIEVAL RECORDS (READING AND INTERPRETATION) (HIST579)</u>	15
<u>RECORD-KEEPING THEORY AND PRACTICE (HIST577)</u>	30
<u>RECORDKEEPING SYSTEMS AND THE ORGANISATIONAL CONTEXT (HIST575)</u>	15

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

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## Semester two

Students taking the **MARM** (not digital or international pathways) take 45 credits of required modules and 15 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 (HIST580)</u>	20
<u>MANAGEMENT SKILLS (HIST565)</u>	15
<u>PRESERVATION MANAGEMENT (HIST538)</u>	10

  

Optional modules	Credits
<u>FEASIBILITY STUDY (HIST504)</u>	15
<u>MEDIEVAL PALAEOGRAPHY (MARM) (HIST540)</u>	15
<u>MEDIEVAL PALAEOGRAPHY (GENERAL) (HIST560)</u>	15
<u>INTERNATIONAL RECORD KEEPING (HIST561)</u>	15
<u>HERITAGE DOCUMENTATION, DIGITISATION AND PRESENTATION (ARCH739)</u>	15
<u>VISUAL CULTURES: INSTITUTIONS, EXHIBITIONS, INTERVENTIONS (COMM761)</u>	15
<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.

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## Summer period

For all pathways, students must take either **HIST555** or **HIST558**. **HIST555** and **HIST558** 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>DISSERTATION (HIST550)</u>	60
<u>WORK BASED DISSERTATION (HIST555)</u>	60

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

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## 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.

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# Careers and employability

MARM and the PG Dip ARM are accredited by the Archives and Records Association (UK and Ireland) as a professional qualification which prepares you for entry-level professional employment in any area of archives and records management in the UK and Ireland and is widely recognised overseas. 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

### International fees

Full-time place, per year - £24,100

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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