**ARCHIVES & RECORDS MANAGEMENT – DRAFT 2019-20 TEACHING SCHEDULE**

**Core modules are shown in bold.** Optional modules are displayed in plain text.

This is the MA/PG Dip ARM skeleton teaching schedule for 2019/20. It is not an exhaustive list of all the activities that will be held throughout the year. We will provide fuller information as we are able to later on.

**Term 1: Monday 23 September 2019 to Friday 13 December 2019**

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| **DAY** | **10.00-13.00** | **14.00-17.00** |
| Monday | **INST0028 Creation & Capture** | **INST0028 Creation & Capture (14.00-16.00)**  INST0023 Manuscript Studies |
| Tuesday | **INST0042 Curation & Stewardship** |  |
| Wednesday |  |  |
| Thursday | **INST0008 Access**  INST0013 Digital Resources in the Humanities | **INST0008 Access (14.00-16.00)** |
| Friday | **INST0041 Concepts and Contexts (10.00-12.00)** | **INST0041 Concepts and Contexts (13.00-15.00)**  (11 & 25 October, 15 & 29 November, 13 December) |

**Term 2: Monday 13 January 2020 to Friday 27 March 2020**

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| **DAY** | **10.00-13.00** | **14.00-17.00** |
| Monday |  | INST0057 Information Governance |
| Tuesday | INST0027 Reading & Interpretation of Archives  INST0045 Digital Curation | INST0009 Collections Care  INST0070 Organising Knowledge |
| Wednesday | INST0040 Oral History | INST0012 Database Systems Analysis and Design |
| Thursday | **INST0022 The Record-Keeping Professional** | **INST0022 The Record-Keeping Professional (14.00-16.00)** |
| Friday | **INST0041 Concepts and Contexts (10.00-12.00)** | **INST0041 Concepts and Contexts (13.00-15.00)**  (24 January, 7 & 28 February, 6 & 13 March) |