

**FACULTY OF MEDIA AND KNOWLEDGE SCIENCES
DIPLOMA IN ARCHIVE AND RECORDS MANAGEMENT
REGISTRATION FOR STUDY-UNITS – ACADEMIC YEAR 2018/9
YEAR: 1**

1. Diploma in Archive and Records Management students must complete this form for the study-units to be followed during the 1st and 2nd semester of Academic Year 2018/9.
 2. **It is highly recommended that you consult the undergraduate regulations that are available on the University Website:**
<http://www.um.edu.mt/registrar/regulations/general>
 Moreover, it is of **utmost importance** to adhere to the respective Programme of studies. Click on the following link and choose according to your course of studies and commencement year at the University of Malta:
<http://www.um.edu.mt/courses/>
 3. Further information can be obtained from <http://www.um.edu.mt/registrar/students>;
<http://www.um.edu.mt/maks> and the Faculty's Facebook page
<https://www.facebook.com/uom.maks>
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Surname and Name: _____ ID Card No: _____

Mobile: _____ E-mail: _____@um.edu.mt

Compulsory Units (you will be registered for the following study-units)

Code	Title of Study-Unit	Credits	Availability
LIA1111	Records Management for Public Administration	4	Sem 1
LIS1010	Information Case Studies and Practices	4	Sem 1
LIS1211	Record-Keeping Principles and Processes	4	Sem 1
LIA1325	Knowledge and Information Science: Approaches, Frameworks and Theories	4	Sem 1
LIA1313	Maltese Archival and Manuscript Collections	4	Sem 2
LIS1212	Introduction to Electronic Records Management	4	Sem 2

LIS 1411	Intellectual Control of Records	4	Sem 2
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Kindly keep a copy of this form before submitting it to the Faculty Office.

Signature: _____

Date: _____