

MASTER OF SCIENCE IN RECORDS AND DOCUMENTS MANAGEMENT- IM773
DURATION OF STUDY: 1.5 -2 YEARS/ 3 - 4 SEMESTERS
(INTAKE : MARCH & OCTOBER)

Synopsis

The Master of Science in Records and Documents Management is an innovative programme that advocates analytical thinking skills in managing records, documents, and conducting research relevant to the information needs of customers, organization, and nation. It is designed to provide professionals in records with an in-depth understanding of the capability of capitalizing on the knowledge as a strategic organizational resource by adapting the latest information and communication technology (ICT) in the context of producing and delivering information related to products and services complying with organizational needs and expectations.

Entry Requirement

General
<p>i. Bachelor's (Honours) degree in any related field of study from UiTM and other institutions of higher learning, local or abroad, recognized by the UiTM Senate with a minimum CGPA of 2.75</p> <p>OR</p> <p>ii. Bachelor's (Honours) degree in any related field of study from another institution of higher learning, local or abroad, recognized by the UiTM Senate with minimum of CGPA of 2.50 AND at least 5 years of related working experience</p> <p>OR</p> <p>iii. Other qualifications equivalent to Bachelor's (Honours) degree in any relevant fields and recognized by the UiTM Senate will be considered for admission.</p> <p>Candidates without qualification or working experience in related business and management area must undergo and pass the prerequisite courses determined by the Faculty and meet the minimum CGPA based on (i) to (iii)</p> <p>Candidates are also required to attend an interview.</p> <p>Candidates must have strong English Language proficiency according to the requirement of the University.</p>
International
<p>Language Requirements:</p> <ul style="list-style-type: none">● Malaysian University English Test (MUET) Band 3● IELTS Band 6.5● TOEFL IBT: 35 – 45 CBT: 107 – 131, Paper Based: 417 – 450 <p>Candidates who do not have TOEFL or IELTS are required to attend six (6) months of English Proficiency Class (EPC) prior to enrolment in the program. Upon completion of the EPC program, candidates need to sit for TOEFL/IELTS/MUET examination with the score as stated above.</p>

Fee Structures

Local

FEES	TOTAL RINGGIT MALAYSIA (RM)	
	Full Part-time	Part-time
Fees for semester 1	RM 2,008	RM 1,648
Fees for semester 2	RM 2,035	RM 1,675
Fees for semester 3	RM 2,445	RM 1,575
Fees for semester 4		RM 2,085
TOTAL ESTIMATION FOR TUITION FEES	RM 6,488	RM 6,983

**ESTIMATED FEES* Subject to change*

**Fees for Convocation RM210 will be charged in the final semester*

International

FEES	TOTAL RINGGIT MALAYSIA (RM)
Fees for semester 1	RM 3,980
Fees for semester 2	RM 4,095
Fees for semester 3	RM 4,755
TOTAL ESTIMATION FOR TUITION FEES	RM 12,830

Programme Structures

FULL-TIME		
Year 1		Year 2
Semester 1	Semester 2	Semester 3
1. IMC710 - Epistemology of Information Management 2. IMC720 - Management of Information and Knowledge Resources 3. MRM710 – Fundamentals of Records and Archives Management 4. MRM720 – Analysis and Design of Records Management System	1. MRM730 - Record Keeping Metadata 2. MRM740 - Research Methods for Records and Documents Professional 3. MRM750 - Managing Risk in Records Management 4. ELECTIVE (Choose ONE only) a. MRM770 - Documentation of Tacit Knowledge b. MRM780 - Electronic Records Management c. MIM730 - Information and Leadership Development d. MIM750 - Information Storage and Retrieval System e. MLS730 - User Needs and User Studies f. MLS763 - Information Industry and Information Entrepreneurship g. MKM710 - Fundamentals of Knowledge Management	1. MRM760 - Preservation of Organizational Memory 2. MRM810 - Digital Records Forensic and E-Discovery 3. MRM880 - Research Project in Records and Documents Professional 4. ELECTIVE (Choose ONE only) a. MRM770 - Documentation of Tacit Knowledge b. MRM780 - Electronic Records Management c. MIM730 - Information and Leadership Development d. MIM750 - Information Storage and Retrieval System e. MLS730 - User Needs and User Studies f. MLS763 - Information Industry and Information Entrepreneurship g. MKM710 - Fundamentals of Knowledge Management

PART-TIME			
Year 1		Year 2	
Semester 1	Semester 2	Semester 3	Semester 4
1. IMC710 - Epistemology of Information Management 2. IMC720 - Management of Information and Knowledge Resources 3. MRM710 – Fundamentals of Records and Archives Management	1. MRM720 - Analysis and Design of Records Management System 2. MRM730 - Record Keeping Metadata 3. MRM740 - Research Methods for Records and Documents Professional	1. MRM750 - Managing Risk in Records Management 2. MRM760 – Preservation of Organizational Memory 3. ELECTIVE (Choose ONE only) a. MRM770 - Documentation of Tacit Knowledge b. MRM780 - Electronic Records Management c. MIM730 - Information and Leadership Development d. MIM750 - Information Storage and Retrieval System e. MLS730 - User Needs and User Studies f. MLS763 - Information Industry and Information Entrepreneurship g. MKM710 - Fundamentals of Knowledge Management	1. MRM810 - Digital Records Forensic and E-Discovery 2. MRM880 – Research Project in Records and Documents Professional 3. ELECTIVE (Choose ONE only) a. MRM770 - Documentation of Tacit Knowledge b. MRM780 - Electronic Records Management c. MIM730 - Information and Leadership Development d. MIM750 - Information Storage and Retrieval System e. MLS730 - User Needs and User Studies f. MLS763 - Information Industry and Information Entrepreneurship g. MKM710 - Fundamentals of Knowledge Management