



ALMA MATER
EUROPAEA
ECM



ARCHIVES AND RECORDS MANAGEMENT STUDIES

M.A.

2nd Bologna cycle
Graduate study programme

STUDY PROGRAMME: ARCHIVAL STUDIES AND RECORDS MANAGEMENT

Archival science deals with appraisal, accession/submission, arrangement, description, long-term preservation and providing authenticity and use of records.

Records management deals with managing current records throughout their life cycle, regardless the context, format or recording principle.

This study programme offers knowledge, needed for managing archival and current records from their creation to the processes of appraisal, accession/submission, arrangement, description, long-term preservation and use of records. Knowledge obtained through the master study programme will enable the graduates of archives and records management studies to manage records in different environments and with different information systems.



DURATION OF STUDIES:

2 years / 4 semesters



ECTS CREDIT POINTS:

120 ECTS



OBTAINED TITLE:

Master of Archives
and Records Management



LOCATION OF STUDIES:

Slovenia



BEGINNING OF STUDIES:

October



STUDY METHOD:

Part-time study



COURSE SYLLABUS

YEAR 1

Nr Course

1st SEMESTER

- 1 Theoretical foundations of archival science and archival ethics
- 2 Introduction to records management
- 3 Legal protection of current and archival records in the context of the rule of law

2nd SEMESTER

- 4 Structure and organisation of information
- 5 E-Archives and preservation of digital records
- 6 Research methods

YEAR 2

Nr Course

3rd SEMESTER

- 7 History of archival science
- 8 Elective course 1
- 9 Elective course 2
- 10 Project assignment

4th SEMESTER

- 11 Preservation of archival and current records
- 12 Master thesis

ELECTIVE COURSES

Nr Course

- 1 Access to information, users of information resources and services
- 2 European history of modern times
- 3 Information marketing
- 4 Cartography elements
- 5 Selected chapters of records management standardization
- 6 Development and structure of institutions
- 7 Elements of conservation and restoration of current and archival records
- 8 Appraisal in archival theory and practice
- 9 Cultural history of Slovenes
- 10 Current and archival records protection in case of emergency
- 11 Selected chapters from archival theory and practice

STUDY METHOD

This high-quality and IT supported study programme will take place in the form of lectures, consultations, case studies, participation at domestic and international conferences, in archival schools, professional field excursions and through student exchange. Highly professional, renown and motivated professors and lecturers consider experience and prior achievements of students at provision and evaluation of knowledge.

ENROLMENT CRITERIA

Students who wish to enrol into the 1st year of the Master programme Archives and Records Management Studies must meet one of the following conditions:

- Finished Bachelor study programme of at least 180 ECTS (Bologna system) in a similar study field / professional area,
- Finished 3- or 4-year study programme in a similar study field / professional area prior to Bologna system,
- Finished previously mentioned study programme in non-similar study field. For graduates from a different study field, the Committee for Student Affairs determines differentiation exams in the amount of 10 - 60 ECTS. These additional obligations must be completed before enrolment.



EMPLOYMENT POSSIBILITIES

In Slovenia and around the globe, more and more records are being produced. The management and long-term protection of records are therefore very important, as they increase efficiency of companies and other business systems. Modern archival institutions and other business systems cannot function successfully without well organised, well-kept and easily accessible records. This means that the need for professionals, working in the area of archives and records management, is growing.

EMPLOYMENT POSSIBILITIES AFTER GRADUATION

- Archives, museums, galleries, libraries, etc.
- Records management jobs in institutions that create records (companies, ministries, municipalities, universities, faculties, hospitals and other public and private institutions)
- Research and higher education institutions.

WHY CHOOSE TO STUDY AT ALMA MATER EUROPAEA?

EMPLOYABILITY

We carry out new study programmes for professions that are most in-demand, employable, interdisciplinary and European-oriented, and herewith competitive on the domestic and European labour market.

INDIVIDUAL APPROACH

The study is carried out in small groups, with direct transfer of knowledge from the teacher to the student; teachers communicate with students on a daily basis.

INTERNATIONAL COMPARABILITY

Comparability and recognition of exams and diplomas ensure consistency of studies, all in line with the Bologna system, which enables students' mobility between universities and thus continuation of their studies at universities in Slovenia and around the globe.



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ABOUT ALMA MATER

Alma Mater Europaea is an international higher education institution with an office in Salzburg and study centres in larger towns in Europe. It was established by the European Academy of Sciences and Arts Salzburg, which connects over 1,900 scientists and artists, including 32 Nobel Prize Winners. One of the most representative centres of Alma Mater is in Maribor – Alma Mater Europaea ECM.

ACCREDITATION

All Alma Mater Europaea - ECM study programmes are accredited by the Slovenian Quality Assurance Agency for Higher Education.



n·a·k·v·i·s

Nacionalna agencija Republike Slovenije
za kakovost v visokem šolstvu

s·q·a·a

Slovenian Quality Assurance Agency
for Higher Education



European
Council for
Business
Education



ACBSP
GLOBAL BUSINESS
ACCREDITATION



ICA

International Council on Archives
Conseil International des Archives

We are active members of:

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