
Diplomirani arhivist (vs)/diplomirana arhivistka (vs)

Selected qualifications

Name of qualification	Diplomirani arhivist (vs)/diplomirana arhivistka (vs)
Translated title (no legal status)	Bachelor of Applied Arts in Archival Science
Type of qualification	Diploma prve stopnje (VS)
Category of qualification	Izobrazba
Type of education	Professional bachelor's education
Duration	3 years
Credits	180 credits

Admission requirements

Based on Article 39 of the Higher Education Act candidates can enrol in the first year of the study program:

- if they have passed the matura examination,
- if they have passed the vocational matura or final examination under any program for obtaining secondary vocational education,
- if prior to 1 June 1995 they have completed any four-year secondary school programme.
- Those, who have completed an equivalent education abroad can also enrol in the study program.

ISCED field

Field

Družbene vede, novinarstvo in informacijska znanost

ISCED subfield

subfield bibliotekarstvo in informacijska znanost

Qualification level

SQF 7

EQF 6

First level

Learning outcomes

The qualification holder are capable of:

(general competences)

- identifying, searching, obtaining, describing, organising, storing, maintaining and providing access to stored data structures and information about and from archival and documentary material, regardless of their physical form or technological mechanisms,
- understanding the operation of the institution or service concentrated on understanding the role and significance of archival and documentary functions, with the ability to analyse, synthesise and predict solutions,
- determining the needs of current and potential groups of users,
- sufficient knowledge of the principles of information technologies necessary for the planning, implementation, evaluation and management of current and emerging computer-based information management systems for archival and documentary material,
- knowledge and understanding of the processes in archival and documenting functions,
- knowledge and management of research methods and procedures,
- application of professional knowledge of archival science and documentology in their work,
- cooperation in research and presentation of research results in scientific and professional publications, at meetings of professional and scientific associations,
- appreciating the values of the principle of intellectual freedom and the right to free access to information, while recognising the right to privacy of an individual in the preserved archival and documentary material and the confidentiality of the service,
- autonomy, critical thinking, efforts in terms of quality by assuming responsibility for their work,
- different ways of communicating in global and multicultural environments,
- critical reflection and the ability to develop social and communication skills,

- participating in activities of organisations striving to improve the quality of professional services in archives, documentation centres and in information work and in improving the position of the professions in society.

(programme-specific competences):

- knowledge and understanding of the history and development of archival science connected with other sciences important for the work and operation of archives and documentation centres,
- planning and management of effective archival and documentation services,
- knowledge and understanding of the development of institutions and the internal structures of creators,
- understanding archival science and its impact on the operation of modern organisations for long-term preservation and archiving of documentation,
- learning about the traditional forms of creating and operating with documents,
- analysing documents and learning about document management procedures,
- understanding that documents are information carriers and their impact on the creation of information,
- working with different groups of users,
- analysing and solving specific professional problems in archival science in institutions and corporations through creative application of research methods and procedures,
- interdisciplinary application of basic knowledge in archival science and other related sciences relevant for operating of institutions or corporations that work in long-term preservation or archiving of documentation, in planning and organisation of business and professional functions, both at international and national level,
- placing new information and interpretation in the context of professional functions,
- planning and application of information and communication technology and systems for support and as source of data and information,
- implementing professional tasks to collect, store and process material and information regardless of their physical form or medium on which they are recorded,
- long-term maintenance, management, transformation and migration of machine-read data and documents,
- knowledge of the possibilities and solutions in interdisciplinary approach to solving problems related to documentation and its metadata.

We assume that most of the students of the study program are from Slovenia, therefore the programme is focused on familiarising the students with the applicable Slovenian sectoral and other legislation. In addition, the courses relating to the understanding of content and context of archival material are primarily concentrated to the Slovenian national historical and cultural space. It is likewise impossible to obtain appropriate professional skills without knowledge of the social and administrative context, as they both reflect in archival material kept in Slovenian public archives and on which the research and study work of the students will be based.

Assessment and completion

AMEU - ECM has adopted the Guidelines for examining and assessing knowledge at the Management Board on 15 April 2010 with amendments on 16 August 2013. The guidelines are published on the intranet site and students and teachers have access to it with a user name and password. The evaluation method for each course is included in the curriculum. Heads of programmes are responsible for implementing the provisions of the Regulations on evaluation and assessment of knowledge that define the criteria and ways of evaluating the students' learning outcomes. Students are acquainted with the criteria at the beginning

of the academic year. Information is always available at the Admissions Office. The knowledge of students is evaluated with the ECTS scale and according to the curriculum. Progression conditions according to the accredited study program are publicly available on the AMEU - ECM website.

Progression

Students advance to the 2. year by completing exams from the 1. year and obtaining at least 40 ECTS, but must pass the following exams:

- Theoretical basis of archival science,
- Theoretical basis of documentology,
- E-archives 1,
- Introduction to archival science.

Students repeating 1. year or taking a year off are subject to the same conditions for advancing and enrolling in the 2. year as others. Students advance to the 3. year by completing all exams from the 1. year and accumulating at least 40 ECTS in exams taken from the 2. year. However, students need to pass the following exams from the 2. year:

- E-archives 2,
- Compilation and management of archival material,
- Data Management,
- Methods and Procedures of Work with Archival Material at Creators.

Transitions

Second-cycle master's study programmes (SQF level 8)

Condition for obtaining certificate

In order to complete the study program, candidates need to successfully complete all the requirements. Additionally, all examinations must be completed before defending the graduate thesis.

Awarding body

Alma Mater Europaea - European Centre, Maribor

URL

<http://en.almamater.si/?checkCo=true>
