

# ARCHIVES AND RECORDS MANAGEMENT STUDIES



ALMA MATER  
EUROPAEA  
ECM

Study in the  
Heart of Europe



MA

II. Bologna cycle  
Master study program



## DURATION OF STUDIES

4 semesters / 2 years



## CREDIT POINTS

120 ECTS



## OBTAINED TITLE

Master of  
Archives and Records  
Management Studies



## LOCATION

Slovenia



## BEGINNING OF LECTURES

October



## TYPE OF STUDIES

Part-time

# ALMA MATER EUROPAEA

Alma Mater Europaea ECM (AMEU ECM) is a young and dynamic higher education institution, that was established in 2007 in Slovenia and now offers study centres at 4 locations in Slovenia and a consultation centre in Salzburg, Austria. Since 2012, it has been operating under the academic and institutional patronage of the European Academy of Sciences and Arts Salzburg. The European Academy has over 1,900 members, scientists, researchers, professors and artists. All of them form the academic network of **Alma Mater Europaea of the European Academy of Sciences and Arts**, providing Alma Mater Europaea ECM with the most representative faculty one can find in these parts of Europe.

# ACCREDITATION

All AMEU ECM study programs are accredited by the Slovene Quality Assurance Agency.



# WHY

## 7 REASONS FOR AMEU

### 1. "OUTSIDE THE BOX"

Think, feel and explore outside the box.

#### **Challenge Yourself**

### 2. DEVELOP YOUR SKILLS FOR TOP PERFORMANCE

Build and integrate a unique skill-set.

#### **Develop Yourself**

### 3. TRANSFORM YOUR THINKING

Manage your own education and career.

#### **Think for Yourself**

### 4. INTEGRATE YOUR EXPERIENCES

Integrate your working, social and educational experiences. **Watch Yourself Grow**

### 5. CHOOSE YOUR OWN PATH

Select your own set of courses. **Become Yourself**

### 6. EXPAND YOUR LOCAL AND GLOBAL NETWORKS

Be part of a unique group of thinkers, doers and world changers. **Expand Yourself**

### 7. LIVE YOUR MISSION

Do what you love and inspire others. **Live for Yourself**

## **BECOME AN ARCHIVIST – A PROFESSION FOR THE FUTURE, UNIQUE AND ALWAYS ACTUAL**

**Archival science** deals with appraisal, accession/submission, arrangement, description, long-term preservation, usage and providing authentication of current and archival records. **Records management** deals with managing current records in their entire life-cycle, irrespective of context and format.

You will follow lectures, attend seminars and workshops, as well as participate in case studies. The program will also provide an opportunity to participate at international conferences and professional excursions.

With the use of state-of-the-art technology, our modern academic approach will give you a thorough insight into the management of documents across various IT systems.

The key advantages of studying Archives and Records Management Studies at Alma Mater:

- Familiarization with the processes of archiving material is excellent for decreasing costs and risks, a practice that is applied in many of today's companies,
- Learning about the management of knowledge needed for dealing with documents, from their creation, to usage, evaluation and safe-keeping,
- Obtaining knowledge from the area of archival sciences and records management brings balance into the environment, where majority of documents are created,
- Developing an ability to solve conflicts in relation to dealing with documents in all segments,
- Embodiment of the extreme value in rationality and usability for financial, strategic, developmental and other records of companies and organizations,
- This profession is new, employment opportunities are very high.

**1<sup>st</sup> YEAR****I. SEMESTER**

1	Theoretical basics of Archival science and archival ethics
2	Introduction to records management
3	The state and organisation of legal protection of current and archival records

**II. SEMESTER**

4	Information organisation basics
5	E-archives and digital material
6	Research methods

**2<sup>nd</sup> YEAR****III. SEMESTER**

7	History of record keeping
8	Elective course 1
9	Elective course 2
10	Project assignment

**IV. SEMESTER**

11	Current and archival records protection
12	Master thesis

**ELECTIVE COURSES**

1	Access to information, users of information resources and services
2	European History of Modern Times
3	Information marketing
4	Cartography elements
5	Selected sections from standardization in the field of records management
6	Institutional development and structure
7	Elements of conservation and restoration of current and archival records
8	Appraisal in archival theory and practice
9	Cultural history
10	Current and archival records protection in case of emergency
11	Selected chapters from archival theory and practice

# ENROLMENT CRITERIA

- The study program of the second Bologna cycle is available to foreign students, who have previously completed an undergraduate degree - this is typically received after 3 years of higher education.
- In the case of a previously completed education in another field, the Commission for Student Affairs shall determine differential exams - those will be weighted within the range of 10-60 ECTS and must be completed before enrolment.



## EMPLOYABILITY

The management and long-term protection of records is crucial, as it increases the efficiency of companies and other business systems. This means that the need for professionals working in the area of archives and records management is continually growing. Possible employment opportunities include:

- Archives, museums, galleries, libraries
- Archival jobs in institutions that produce a lot of records (companies, ministries, municipalities, hospitals and other)
- Research and higher education institutions.

## FACULTY

The study program of Archives and Records Management Studies is carried out by highly competent professors, who expect:

- A high level of ambition,
- Self-initiative and active cooperation in the study process,
- Individually expressed interest for the development of practical knowledge on the basis of research evidence,
- Cooperation and team work that enables personal and professional development,
- Ethical and social responsibility.

This unique study program of Archives and Records Management Studies provides students with the knowledge and skills to manage documents in different information systems; a study program that is based on research and professionalism, including humanities and technical dimensions of work in archives.

**BACHELOR****MASTERS****PhD**

SOCIAL GERONTOLOGY &gt;

SOCIAL GERONTOLOGY &gt;

SOCIAL GERONTOLOGY

HUMANITIES<sup>+</sup> >

HUMANITIES &gt;

HUMANITIES

MANAGEMENT &gt;

MBA<sup>+</sup> >STRATEGIC COMMUNICATION  
MANAGEMENTEUROPEAN BUSINESS STUDIES  
PROJECT MANAGEMENT >

PROJECT MANAGEMENT

INNOVATIVE TOURISM MANAGEMENT<sup>+</sup>  
(Joint program Slovenia – France) >

PHYSICAL THERAPY &gt;

HEALTH SCIENCES &gt;

PHYSICAL THERAPY<sup>+</sup>Nursing, Public health,  
Physical therapy,  
Integrative health sciences

NURSING &gt;

ARCHIVAL SCIENCES &gt;

ARCHIVES AND  
RECORDS MANAGEMENT

ENVIRONMENTAL STUDIES

DANCE AND CHOREOGRAPHY