

Diploma Supplement for the Basic course

Arkivakademiet (The Academy of Records Management) is a foundation whose aim is to give an education in records management at a high level. The study will qualify for work within records and information administration, both in public and private organizations.

By instruction, independent work and the study of specialized literature and regulations students will be able to meet the daily challenges in records management and enforce the regulations on the archive area. Students will also develop their consciousness about archives as the memory of society, as a necessary prerequisite for historical research and as judicial documentation.

There are four weeks of compulsory teaching – two in the autumn term and two in the spring term. Additionally the students have to write three papers at home. The curriculum includes approximately 2300 pages, not including law texts and regulations. The three special subjects are:

1. Archival theory and administration practice
2. Laws, regulations and standards
3. Records management – processes, systems and routines

Grades:

A	Excellent
B	Very good
C	Good
D	Fair
E	Sufficient
F	Fail

There are two parts of the grade – one 6 hour exam which counts 60 per cent and two home papers which count 40 per cent.

The study corresponds to a one-term full-time study at university level.