

Diploma Supplement for the Special Course

Arkivakademiet (The Academy of Records Management) is a foundation whose aim is to give an education of records management at a high level. The Special Course is based on the experience from the Academy's Basic Course or a corresponding study.

By instruction, independent work and the study of specialized literature and regulations students will be able to meet an agency's requirements of insight in electronic records management. Students will achieve knowledge about standards and best practices in archives management. Much attention will be given to the fundamental principles in records management in a digitised context. Students will be acquainted with current approaches regarding electronic systems and the use of electronic signature. Focus will be on delivery and long-term preservation of electronic information.

There are two weeks of compulsory teaching, one week in the autumn term and one week in the spring term. Additionally, students have to write one paper at home and one exam paper. The curriculum amounts to about 1150 pages, law texts and regulations not included. The three special subjects are:

1. Archival theory in a technological perspective
2. Regulations and standards for electronic archives
3. Electronic records management

The final exam is a three days' home-examination.

Grades at exam:

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

The study equates a half term of full-time study at university level.