

---

# Magister arhivistike in dokumentologije/magistrica arhivistike in dokumentologije

---

## Selected qualifications

Varnostnik nadzornik/varnostnica nadzornica



### Name of qualification

Magister arhivistike in dokumentologije/magistrica arhivistike in dokumentologije

### Translated title (no legal status)

Master of Arts in archival and documentation science

### Type of qualification

Diploma druge stopnje

### Category of qualification

Izobrazba

### Type of education

Master's education

### Duration

2 years

### Credits

120 credits

## Admission requirements

- A completed first-cycle study programme in a relevant field and at least 180 credits (under the Bologna system); or
- a completed study programme leading to a professional higher education qualification or an academic higher education qualification in a relevant field (pre-Bologna system); or
- a completed equivalent study programme set out in the previous indents in another field and completed additional course units amounting to 10 credits.

## ISCED field

Field  
Družbene vede, novinarstvo in informacijska znanost

## ISCED subfield

subfield bibliotekarstvo in informacijska znanost

## Qualification level

SQF 8  
EQF 7  
Second level

## Learning outcomes

The qualification holder will be able to:

- demonstrate understanding of how a relevant institution or service operates,
- demonstrate knowledge and understanding of the history and development of archival and documentation sciences,
- plan and manage an effective archival and documentation service,
- demonstrate knowledge and understanding of the development of institutions and the relevant internal structures of the creators of archival material,
- demonstrate understanding of archival and documentation sciences, and their influence on the operation of modern organisations,
- demonstrate familiarity with the traditional forms of creating and dealing with documents,
- analyse documents,
- understand documents as an information medium and their influence on creating information,
- work with various user groups,
- analyse and address specific problems in archival and documentation sciences,
- apply the fundamental knowledge in archival and documentation sciences in an interdisciplinary way,
- place new information and interpretations in the context of development of professional functions,
- demonstrate familiarity with, plan and use information and communication technologies and systems,
- perform all expert tasks to obtain, store and process material and information,
- provide long-term maintenance of, and manage, transform and migrate typewritten and printed data and documents,
- demonstrate familiarity with the possibilities and solutions of an interdisciplinary approach to addressing problems related to documentation and its metadata.

## Assessment and completion

Examination performance is graded as follows: 10 (excellent); 9 (very good: above-average knowledge but with some mistakes); 8 (very good: solid results); 7 (good); 6 (adequate: knowledge satisfies minimum criteria); 5–1 (inadequate). In order to pass an examination, a candidate must achieve a grade between adequate (6) and excellent (10).

## Progression

In order to progress to the second year, students must have passed all first-year examinations, for a total of at least 40 credits.

## Transitions

Third-cycle doctoral study programmes (SQF level 10)

## Condition for obtaining certificate

To complete their studies, students must complete all course units prescribed by the study programme.

## Awarding body

Alma Mater Europaea – European Centre, Maribor

URL

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

---