



Directory of Archival Education and Training Institution

ICA/SAE

August 8, 2002

Presented by

FENG Huiling & WANG Jian

Index

AFRICA.....	1
SOUTH AFRICA.....	1
Technikon South Africa.....	1
ASIA.....	4
CHINA	4
Renmin University of China.....	4
Zhejiang University.....	8
Zhongshan University	11
Anhui University	14
Beijing Union University	17
Fujian Normal University	19
Guangxi University for Nationalities	22
Heilongjiang University.....	25
Hubei University	28
National Chen-Chi University	31
Northwest University	34
Shandong University	36
Sichuan University	39
Soochow University.....	42
Tianjin Normal University	45
Yunnan University	48
Zhengzhou Institute of Aeronautical, Industry Management	51
Archival Cadres Education Center of Shanxi Province Archives Bureau	54
Archival Cadres Education Center of Shanxi Province Archives Bureau	54
Archival Professional Training Center of Hubei Provinc.....	57
Archivist Educational & Training Centre of Zhejiang Province	60
Shanghai Archival Staff Center.....	62

Fehler! Formatvorlage nicht definiert.

Fehler! Formatvorlage nicht definiert.

Sichuan Provincial Training Center for Archivists	65
ISRAEL	68
the Hebrew University of Jerusalem.....	68
JAPAN	71
National Institute of Japanese Literature	71
National Archives of Japan.....	74
PHILIPPINES.....	77
University of the Philippines	77
EUROPE	81
BULGARIA.....	81
Sofia University	81
South Western University.....	84
CROATIA.....	87
University of Zagreb	87
FRANCE	90
Institut national du patrimoine	90
GERMANY.....	94
Bavarian Archives School	94
Marburg Archives School	97
Westfälisches Archivamt	101
Association of German Business Archivists	104
IRELAND	108
the National University of Ireland	108
NETHERLANDS	111
University of Amsterdam	111
Archiefschool.....	115
Polytechnic of Amsterdam.....	118
PORTUGAL.....	121
Universidade do Porto.....	121

Fehler! Formatvorlage nicht definiert.

Fehler! Formatvorlage nicht definiert.

SLOVENIA	124
University Of Ljubljana	124
SPAIN	129
Universidad Carlos Iii De Madrid	129
SWEDEN	132
Mid Sweden University	132
SWITZERLAND	135
School of business administration Geneva	135
UNITED KINGDOM	138
University of Liverpool	138
University of Wales, Aberystwyth	142
University College London	146
Northumbria University	150
Society of Archivists	154
the Archive-Skills Consultancy	156
NORTH AMERICA	159
CANADA	159
Université de Montréal	159
University of British Columbia	162
University of Toronto	165
University of Western Ontario	168
USA	171
University of California Los Angeles	171
University of Michigan	173
OCEANIA	177
AUSTRALIA	177
Curtin University of Technology	177
Edith Cowan University	182

Fehler! Formatvorlage nicht definiert.

Fehler! Formatvorlage nicht definiert.

Monash University.....	186
University of New South Wales	189
NEW ZEALAND	192
the Victoria University of Wellington	192
SOUTH AMERICA	196
BRAZIL	196
Universidade do Rio de Janeiro	196
University Federal of Santa Maria	198
COSTA RICA	201
the University of C.R.	201

Africa

South Africa

Technikon South Africa

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Technikon South Africa		2 Country: South Africa
3 Full Address	Christiaan de Wet Road, Florida Campus, Roodepoort, South Africa		
4 Full Address	Private bag X6, Florida, 1710		
5 Telephone:	(27) +(11)+(471-2038)		
6 Facsimile:	(27)+(11)+(471-3119)		
7 E-mail:	trodriqu@tsa.ac.za		
8 Website:	http://www.tsa.ac.za/		
9 Persons responsible	a. For All Programs: Mr. Tony Rodriques,	b. For Archives/Records Programs: Mr .Tony Rodriques	c. For Student Information: Mr .Tony Rodriques
<i>Email of above persons:</i>	Trodriqu@tsa.ac.za		
10 Further information	Technikon South Africa's Involvement in Education and Training of Archivists, by Dr Albert Kloppers. In: S.A Archives Journal, vol. 40 1998. P 105 Technikon Training and Archival Studies, by Tony Rodriques. In: S.A Archives Journal, vol. 40 1998. P 108		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	South Africa's only under-graduate training in archives and records management, offered through distance education since 1990.
2 Academic/training year:	Three registration periods offered throughout the year
3 Language(s) of instruction:	English
4 Credentials conferred:	National Certificate: Archival Studies National Higher Certificate: Archival Studies National Diploma: Archival Studies BTech: Archival Studies Post Diploma Certificate: Records Management and Archival Studies
5 Teachers/ instructors in archives/records:	F/T: 1 (Tony Rodriques): Acting senior lecturer P/T: 2 tutors
6 Student/ teacher ratio:	State number <u>20:1</u> of students for each F/T equivalent teacher:
7 Areas of concentration or specialisation featured: if any	All aspects
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: Yes Details: Accredited by SERTEC (Certification Council for Technikon Education) Endorsed by: National Archives of South Africa SASA (South African Society of Archivists)

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. National Certificate: Archival Studies	120	6	Res 5% DL 95%	High School	US\$ 500
2. National Higher Certificate: Archival Studies	240	10	Res 5% DL 95%	National Certificate	US\$ 500
3. National Diploma: Archival Studies	360	14	Res 5% DL 95%	National Higher Certificate	US\$ 500
4. BTech: Archival Studies	480	18	Res 5% DL 95%	National Diploma	US\$ 500

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

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Further Comments / Explanation: None

Asia

China

Renmin University of China

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Archives College in Renmin University of China (Former name: People's University of China)		2 Country: China
3 Full Address	59,Zhongguancun Street, Beijing, 100872 China		
4 Full Address	59,Zhongguancun Street, Beijing, 100872 China		
5 Telephone:	(86)+(010)+(62511463)		
6 Facsimile:	(86)+(010)+(62511463)		
7 E-mail:	acruc@acruc.net		
8 Website:	Http://www.acruc.net		
9 Persons Responsible:	a. For All Programs: FENG Huiling Professor/Dean	b. For Archives/Records Programs: WANG Jian Associate Professor/Assistant Dean	c. For Student Information: JI Hongbo
<i>Email of above persons:</i>	fhl@acruc.net	wj@acruc.net	Jh-b@263.net
10 Further Information:	See http://www.acruc.net Wang Jian, The development of higher archival education in China: a case study of Archives College in Renmin University, 1998. Sent to ICA-List serve Wang Jian, RUC has strong history in archive studies, China Archives News, September, 18th, 2000		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program	<p>The Archives College (AC) in Renmin University of China, which was established in 1952, is the earliest and the largest higher education and research institution on archives and information management in China. It has become an important base for training senior professional archivists and information managers. The graduates of AC cover all over the country, many of whom have already become academic or business backbones and made a great contribution to the development of archival undertakings in China.</p> <p>At present, AC has an amount of 400 students on campus, including undergraduates, post graduates and doctorates. By keeping pace with the information age, AC aims at becoming an influential education and research center on archives and information management worldwide in the near future.</p>
2 Academic/training year:	Month (start) <u>September</u> Month (end) <u>July</u> Number <u>2</u> of terms/semesters/sessions containing number <u>20</u> of weeks
3 Language(s) of instruction:	Chinese & English
4 Credentials conferred	Doctor in Archival Science Master in Archival Science/ Information Science/ Library Science/Chinese and Foreign Political Systems Bachelor in Archival Science/ Information Management and Information System
5 Teachers/ instructors in archives/records:	F/T: 40, 7 professors, 14 assistant professors, 7 lecturers, 0 assistants P/T: 10
6 Student/ teacher ratio:	State number <u>14</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Archival Management, Information Management and Information System, Information Science, Library Science, Chinese and Foreign Political Systems
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: YES Details: accreditation by the Ministry of Education

III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1.Doctor Program	108+ dissertation	3	RES 80%	Master degree & formal exam at national level	4375
2.Master Program	612+thesis	11	RES 80%	Bachelor degree & formal exam at national level	3750
			DL 20%		1500
3.Bachelor Program	1368+thesis	35	RES 80%	High school & formal exam at national level	2400
	630+thesis	11	DL 20%		1000
4.Certificate in Records and Archives Management	24	3	DL 100%	At least one year working experience	80

Further Comments / Explanation:

Doctor in Archival Science: training senior research talents in the field of information management, especially in archival fundamental theories and methodology.

Master in Archival Science: training intermediate and high level professionals in the respects of archival theory research, records and archives management, the exploration and utility of archival resources and archives preservation.

Master in Information Science: training intermediate and high level professionals in the respects of knowledge management, information management, information system design and development, and information media communication.

Master in Library Science: training intermediate and high level professionals in the respects of library science, documents resources management and development.

Master in Chinese and Foreign Political Systems: training intermediate and high level professionals in the respects of political system study and system analysis.

Undergraduate in Archival Science: training professionals in the respects of records and archives management.

Undergraduate in Information Management and Information System: training professionals in the respects of administrative information management, information system design and maintenance, and network management.

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IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Archives Management	30-50	50	Taught & practice	Y	4	200-400
2. Electronic Records Management	30-50	50	Taught & practice	Y	4	200-400
3. Knowledge Management	30-50	50	Taught & practice	Y	4	200-400
4. Information Theory and Information Practice	30-50	50	Taught & practice	Y	4	200-400
5. Library Management	30-50	50	Taught & practice	Y	4	200-400

Further Comments / Explanation: None

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Zhejiang University

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Institute for Information Resources Management of Zhejiang University and Archival Science Specialty, College of Humanities, Zhejiang University		2 Country: China
3 Full Address	Tianmushan Road 148, Xixi Campus of Zhejiang University, Hangzhou, Zhejiang Province, China		
4 Full Address	Archival Science Specialty, History Department Building, Xixi Campus, Zhejiang University, Hangzhou, China, 310028		
5 Telephone:	(86)+(571)+(88273301)		
6 Facsimile:	(86)+(571)+(88273384)		
7 E-mail:	profhejs@mail.hz.zj.cn or fzh999@mail.hz.zj.cn		
8 Website:	http://www.ch.zju.edu.cn/		
9 Persons Responsible:	For All Programs: Professor HE Jiasun, Director of Institute	b. For Archives/Records Programs: Associate -Professor FU Rongxiao, Vice-Director of Institute	c. For Student Information: Associate -Professor FU Rongxiao, Vice-Director of Institute
<i>Email of above persons:</i>	profhejs@mail.hz.zj.cn	fzh999@mail.hz.zj.cn	fzh999@mail.hz.zj.cn
10 Further Information:	An Introduction to Zhejiang University, 2000; 2002-2003 An Introduction to College of Humanities of Zhejiang University, 2001		

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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program	Archives science specialty, College of Humanities of Zhejiang university was founded in 1982. The specialty will develop within information resources management, which includes library and information sciences.
2 Academic/training year:	Month (start) <u>September</u> Month (end) <u>July next year</u> Number <u>2</u> of terms/semesters/sessions containing number <u>18</u> of weeks
3 Language(s) of instruction:	Chinese, English (part of any courses), Spanish (only one course)
4 Credentials conferred:	Master of Management Science Bachelor of Management Science
5 Teachers/ instructors in archives/records:	F/T: 3 professors, 6 associate professors, 5 lecturers, 1 technicians, P/T: 4 part time professors.
6 Student/ teacher ratio:	State number <u>14</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	<i>electronic recordkeeping , records and archives management</i>
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: Yes Details: accredited by the Ministry of Education of CHINA Government

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Graduates Curriculum Further Education	540	13	RES 60% DL 40%	BA or equivalent & language proficiency	2000
2. Special Certification Program	500	10	RES 50% DL 50%	Graduates of high middle school and 5 years practice	1600

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Study on Theory of Archival Science	51	30	RES	Y	1	100
2. Archives Management	51	30	RES	Y	1	100
3. Conservative and Protective Technology of Archival Information	48	30	RES	Y	1	100
4. Management of Archival Electronic Records	51	30	RES	Y	1	100
5. Management of Scientific and Technical Achieves	51	30	RES	Y	1	100
6. Archival Data Processing	51	30	RES	Y	1	100
7. Traditional Records Management	51	30	RES	Y	1	100

Further Comments / Explanation: None

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Zhongshan University

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Archival Science Division, Department of Library and Information Science, Zhongshan University	2 Country: China	
3 Full Address	135 Xinggaxi Road, Guangzhou, Guangdong Provenance, P. R. China		
4 Full Address	Department of Library and Information Science, Zhongshan University, Guangzhou, 510275, P.R. China		
5 Telephone:	(86)+(20)+(84113180)		
6 Facsimile:	(86)+(20)+(84113180)		
7 E-mail:	lsdlis04@zsu.edu.cn		
8 Website:	http://www.zsu.edu.cn/		
9 Persons Responsible:	a. For All Programs: Prof. CHEN Yongsheng Dean of Department	b. For Archives/Records Programs: Mr. ZHANG Xitian Associate professor	c. For Student Information: Ms. XU Zhumei Administration staff
<i>Email of above persons:</i>	chenyongsheng@webmail. zsu.edu.cn	lsdlis04@zsu.edu.cn	xuzhumei@webmail.zsu.edu.cn
10 Further Information			

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program	The archives and records program was established in 1986 in the Department of History Science at Zhongshan University. In 1988, it merged with the Department of Library and Information Science which was established in 1980. In 1985, the DLIS started their M.A program in Library Science, and in 1995 began the M.A program in Archival Science.
2 Academic/training year:	Month (start) <u>Sep.</u> Month (end) <u>next July.</u> Number <u>2</u> of terms/semesters/sessions containing number <u>42</u> of weeks
3 Language(s) of instruction:	Chinese, English
4 Credentials conferred	Bachelor in Archival Science/ Library Science/ Information Management and Information System Master in Archival Science / Library Science/ Information Science
5 Teachers/ instructors in archives/records:	F/T: 1 professor, 6 associate professor, 1 assistant professor P/T: 4 part-time professor,
6 Student/ teacher ratio:	State number <u>20</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Archival Theory Management of Modern Archives Compilation of Chinese Archives
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: YES Details: accreditation by the Ministry of Education

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Bachelor of Archival Science	1800	16+papers	RES 100%	High School & National College Entrance Examination	90US\$(domestic)
2. Bachelor of Library Science	1800	16+papers	RES 100%	High School & National College Entrance Examination	90 US\$(domestic)
3. Bachelor of Information Management and Information System	1800	16+papers	RES 100%	High School & National College Entrance Examination	90 US\$(domestic)
4. Master in Archival Science	240+thesis	3+ thesis	RES 100%	Undergraduate or B.A	120 US\$(domestic)
5. Master in Library Science	240+thesis	3+thesis	RES 100%	Undergraduate or B.A	120 US\$(domestic)
6. Master in Information Science	240+thesis	3+thesis	RES 100%	Undergraduate or B.A	120 US\$(domestic)

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Archives Preservation and Conservation	54	40	RES 100%	Yes	1	90 US\$(domestic)
2. Archives Classification and Arrangement	20	40	RES 100%	Yes	1	90 US\$(domestic)

Further Comments / Explanation: None

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Anhui University

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Management School of Anhui University		2 Country: China
3 Full Address	Feixi Road 3,Hefei, China		
4 Full Address	Management School of Anhui University, HeFei, China 230039		
5 Telephone:	(0086)+(551)+(5106601)		
6 Facsimile:	(0086)+(551)+(5107403)		
7 E-mail:	Lyu@ahu.edu.cn		
8 Website:			
9 Persons Responsible:	a. For All Programs: LI Caifu	b. For Archives/Records Programs: LI Caifu	c. For Student Information: LI Caifu
<i>Email of above persons:</i>			
10 Further Information:			

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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program	Founded in 1983 in history science, and in 1998 merged With library science, information science and public Management science.
2 Academic/training year:	Month (start) <u>September</u> Month (end) <u>July</u> Number <u>eight</u> of terms/semesters/sessions containing number <u>18</u> of weeks
3 Language(s) of instruction:	Chinese
4 Credentials conferred	Master of Management; Bachelor of Management
5 Teachers/ instructors in archives/records:	F/T: 12 P/T: 6
6 Student/ teacher ratio:	State number <u>20</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	basic theory of archive science
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: Yes Details: accreditation by the Department of Education of Anhui Province

III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

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IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Management of Archives	72	80	Res. 100%, 4hrs per week for 18 wks	Y	1	50
2. Management of Science and Technology Archives	72	80	Res. 100%, 4hrs per week for 18 wks	Y	1	50
3. History of Chinese Archival work	54	80	Res. 100%, 3hrs per week for 18 wks	Y	1	50
4. History of World Archival work	54	80	Res. 100%, 3hrs per week for 18 wks	Y	1	50
5. Protection technology of Archives	72	80	Res. 100%, 4hrs per week for 18 wks	Y	1	50

Further Comments / Explanation:

None

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Beijing Union University

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	The Faculty of Management, College of Arts and Sciences of Beijing Union University		2 Country: China
3 Full Address	197 West Road of North Tucheng, Haidian District, Beijing, China		
4 Full Address	College of Arts and Sciences of Beijing Union University 100083		
5 Telephone:	(86)+(010)+(66150592)		
6 Facsimile:	(86)+(010)+(66171484)		
7 E-mail:	81100471@sina.com		
8 Website:			
9 Persons Responsible:	For All Programs: HE Zhen, Professor	b. For Archives/Records Programs: ZHANG Hong, Associate Professor	c. For Student Information: Dr. SUN Aiping
<i>Email of above persons:</i>	81100471@sina.com	81100471@sina.com	81100471@sina.com
10 Further Information:	The Faculty of Management College of Arts and Sciences of Beijing Union University 197 West Road of North Tucheng, Haidian District, Beijing China 100083 College of Arts and Sciences of Beijing Union University 13 Fengsheng Hutong, West District, Beijing China 100032		

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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	The archives/records program was established in 1978 at College of Arts and Sciences of Beijing Union University. The purpose of archives specialization is mainly training archivists for Beijing.
2 Academic/training year:	Month (start) <u>9</u> Month (end) <u>7</u> Number <u>8</u> of terms/semesters/sessions containing number <u>144</u> of weeks
3 Language(s) of instruction:	English
4 Credentials conferred:	Diploma in Management Sciences
5 Teachers/ instructors in archives/records:	F/T: 8, Professor 1, Associate Professor 1, lecturer 5, Associate lecturer 1 P/T: 2, Professor 1, Associate Professor 1
6 Student/ teacher ratio:	State number <u>15</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Records management, archives management and using, electronic records management.
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: yes Details:

III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Diploma in Management Sciences	3200	2700		High school	500

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

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Further Comments / Explanation: None

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Fujian Normal University

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Archives Specialization, Historical Department, Fujian Normal University		2 Country: China
3 Full Address	Changanshan, Cangshan District, Fuzhou, Fujian		
4 Full Address	350007		
5 Telephone:	(0086)+(0591)+(3465206)		
6 Facsimile:	(0086)+(0591)+(3465387)		
7 E-mail:	Ziy-865@163.com		
8 Website:	http://www.fjtu.edu.cn/		
9 Persons Responsible:	a. For All Programs: WANG Zhengru, Professor & Department head	b. For Archives/Records Programs: LIAN Chengye, Professor & Head of Research Office	c. For Student Information: LIU Jing, Vice-Professor & Deputy Secretary
<i>Email of above persons:</i>	fjtulsxjx@163.com	lian_chengye@sina.com	Wzd702p@sina.com
10 Further Information:			

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	Archives Specialization was established in 1986. Its aim is to develop practical and multiple senior qualified persons, who have systematically mastered the basic knowledge, culture knowledge and the basic skills of modern information technology. And they can do information service; information management and research work in archival office or information department in government organizations, businesses and institutions.
2 Academic/training year:	Month (start) <u>March</u> — Month (end) <u>December</u> Number <u>2</u> of terms/semesters/sessions containing number <u>38</u> of weeks
3 Language(s) of instruction:	Chinese
4 Credentials conferred:	Bachelor of Management
5 Teachers/ instructors in archives/records:	F/T: 2 professors 6 vice-professors 5 lecturers P/T: 2 professors
6 Student/ teacher ratio:	State number <u>15</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: yes Details: Accreditation by Department of Education of Fujian province

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Archives administration science	72	4	RES 100%	High School	Domestic 400
2. Technical archives administration science	72	4	RES 100%	High School	Domestic 400
3. Archives conservation science	72	4	RES 100%	High School	Domestic 400
4. Archives edit and study science	72	4	RES 100%	High School	Domestic 400
5. Diploma science	54	3	RES 100%	High School	Domestic 400
6. Archives management automation	90	5	RES 100%	High School	Domestic 400

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Archiology summary	54	40	RES 100%	Y	1	400

Further Comments / Explanation: None

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Guangxi University for Nationalities

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	The Faculty of Management, Guangxi University for Nationalities		2 Country: China
3 Full Address	Third Teaching Building, 80 Daxue Road, Nanning, Guangxi Zhuang Autonomous Region, P.R. China		
4 Full Address	The Faculty of Management, Guangxi University for Nationalities, 80 Daxue Road, Nanning, Guangxi Zhuang Autonomous Region, P.R. China 530006		
5 Telephone:	(86)+(0771)+(3260262)		
6 Facsimile:	(86)+(0771)+(3260498)		
7 E-mail:	chhing@cnuninet.com		
8 Website:	http://www.gxun.edu.cn/		
9 Persons Responsible:	a. For All Programs: LI Guoxiang, Associate Professor & Principal of the Faculty of Management	b. For Archives/Record programs WU Rongzheng, Professor	c. For Student Information Ms. TANG Xiaohua, Secretary of The Faculty
<i>Email of above persons:</i>	Ligx@public.nn.gx.cn		Tang1029@mail.gxun.edu.cn
10 Further Information:	State Archives Administration of China, Central Archives of China, (1996): " <i>Archives Program in History-Archives Department, Guangxi University for Nationalities</i> ," <i>A Survey of Archives Cause of China</i> , first edition (August, 1996): 413, Scientific and Technical Document Publishing, 1996. " <i>A Brief Introduction of Archives Program</i> ," <i>Guangxi University for Nationalities Journal</i> , 3(5,2000): Front cover.		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program	The Archives Program in Guangxi University for Nationalities was established in 1982 at the Department of History, then the Department of History change over to Department of History-Archives in 1985. And in 2001, as a result of the adjustment of specialties and departments, Archives Program belongs to the Faculty of Management.
2 Academic/training year:	Month (start) <u>9</u> Month (end) <u>7</u> Number <u>2</u> of terms/semesters/sessions containing number <u>40</u> of weeks
3 Language(s) of instruction:	Chinese
4 Credentials conferred:	Diploma in Archives Management, Bachelor of Management, Master of Archives Science
5 Teachers/ instructors in archives/records:	F/T: 1 professor, 4 associate professors, 4 lecturers, 1 laboratory technician P/T: 2 research fellows, 4 associate research fellows
6 Student/ teacher ratio:	State number <u>20</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Archives Management
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: Yes Details: The Archives Program has received accreditation from the Ministry of Education & People's Government of Guangxi Zhuang Autonomous Region from 1982.

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US&)
1. Diploma in Archives Management (Teaches by correspondence) (Specialist course)	450	16	RES: 30% DL: 70%	Pass the entrance examination & language proficiency	According to the regulations of Ministry of Education
2. Diploma in Archives Management (Teaches by correspondence) (Undergraduate course)	540 +thesis	18	RES: 30% DL: 70%	Pass the entrance examination & language proficiency	According to the regulations of Ministry of Education
3. Bachelor of Management	2500 +thesis	40+thesis+ practice	RES : 100%	High school & pass the College entrance examination & language proficiency	According to the regulations of Ministry of Education
4. Master of Archives Science	1134+thesis	18+thesis	RES : 100%	BA & pass the National Entrance Test for MA/MS Candidates & language proficiency	According to the regulations of Ministry of Education

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

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Further Comments / Explanation:

None

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Heilongjiang University

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation:	Institute of History and Tourism Management, the faculty of Archive, Heilongjiang University	2 Country: China	
3 Full Address	XueFu Road 74, Harbin, People's Republic of China		
4 Full Address	150080Harbin, Heilongjiang University, People's Republic of China		
5 Telephone:	(86)+(0451)+(6608246)		
6 Facsimile:	(86)+(0451)+(6661259)		
7 E-mail:	NIj62@163.com		
8 Website:			
9 Persons Responsible:	a. For All Programs: WANG Jianzhong, director of the Institute of History and Tourism Management	b. For Archives/Records Programs: NI Lijuan, director of the department of Archive	c. For Student Information: ZHAO Enzhong, vice director of the Institute of History and Tourism
<i>Email of above persons:</i>	NIj62@163.com	NIj62@163.com	NIj62@163.com
10 Further Information:	Consult Heilongjiang University		

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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	The only department of Archive in HeiLongjiang Province was founded in the year 1984. Since it was founded, it has been devoting to the instruction of theories and development of Archive.
2 Academic/training year:	Month (start) <u>August</u> Month (end) <u>July</u> Number <u>2</u> of terms/semesters/sessions containing number <u>36</u> of weeks
3 Language(s) of instruction:	Chinese
4 Credentials conferred:	Bachelor degree of Archive ManagementDiploma in Management
5 Teachers/ instructors in archives/records:	F/T: professors (2) assistant professors (2) lecturers (4) P/T: professors (2) lecturers (1)
6 Student/ teacher ratio:	State number <u>10</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Archive resources developmentArchive Mangement Theories
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: yes Details: Assured by China Education Administration Assured by The Archive Administration Department of Heilongjiang Province

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Archive management	2410	39	RES 100%	National College Entrance Examination	Domestic Only About 1000

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Document Study	90	20	RES 100%	N	1	200
2. Archive Management	80	20	RES 100%	N	1	200

Further Comments / Explanation: None

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Hubei University

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Archives department, Humanities school, Hubei University		2 Country: China
3 Full Address	Xueyuan Road No.11, Wuchang District, Wuhan, 430062,P.R.China		
4 Full Address	Xueyuan Road No.11, Wuchang District, Wuhan, 430062,P.R.China		
5 Telephone:	(86)+(27)+(88661267)		
6 Facsimile:	(86)+(27)+(88665710)		
7 E-mail:	mailto:qzgg@public.wh.hb.cn		
8 Website:	http://202.114.155.3/		
9 Persons Responsible:	a. For All Programs: QIN Zhaogui, Dirctor	b. For Archives/Records Programs: QIN Zhaogui, Dirctor	b. For Student Information: WANG Yanming, Vice Director
<i>Email of above persons:</i>	qzgg@public.wh.hb.cn	qzgg@public.wh.hb.cn	wymrwx@263.net
10 Further Information:	An article of introduction in April 1,2002 in 《 Newspaper of China Archives》 . URL available in 2002: http://202.114.155.3/		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program	Founded in autumn of 1987,our department is the only provincial archives education institute in Hubei province located in Central China. From 1987 to 1992, the goal was to provide special training courses. Since 1993, the department has been training B.A. archivists for administrative department and enterprises.
2 Academic/training year:	Month (start) <u>September</u> Month (end) <u>September</u> Number <u>8</u> of terms/semesters/sessions containing number <u>160</u> of weeks
3 Language(s) of instruction:	Chinese, English
4 Credentials conferred	Diploma and Bachelor degree in history science.
5 Teachers/ instructors in archives/records:	F/T: 7 associate professors, 2 lecturers, 1 assistant P/T: 2 professors
6 Student/ teacher ratio	State number <u>20</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Relation of archival tradition and modernization of archives cause Archival information administration Archives conservation science: general theory and conservation on paper and CD Archives and modern life Archives administration of non-state owned enterprises Theory and practice of family records administration
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: YES Details: Accreditation by electric power ministry of State during 1996-1998 Accreditation by local government every year Provisional accreditation by JIANHAN oil administrative bureau during 1993-1995 Provisional accreditation by NANYANG oil administrative bureau during 1996-1998

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1 Diploma in archives information management	1800	30	RES 95% & DL 5%	BA & language proficiency	600 US\$

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1 Electronic Records Management	24	80	RES 100%	Y	2	150 US\$
2 Information Management	24	80	RES 100%	Y	2	150 US\$
3 Archives Management	24	80	RES 100%	Y	2	150 US\$

Further Comments / Explanation:

None

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National Chen-Chi University

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Graduate Institute of Library and Information Science, the Faculty of Liberal Arts, the National Chen-Chi University		2 Country: China
3 Full Address	64, Section 2, China Road, WenShan Section, Taipei, Taiwan, R.O.C.		
4 Full Address			
5 Telephone:	(886)+(2)+(29393091 Ext 62951)		
6 Facsimile:	(886)+(2)+(29384704)		
7 E-mail:	lkshiue@nccu.edu.tw		
8 Website:	http://www.lis.nccu.edu.tw		
9 Persons Responsible:	a. For All Programs: Li-Kuei Hsueh	b. For Archives/Records Programs: Li-Kuei Hsueh	c. For Student Information:
<i>Email of above persons:</i>	lkshiue@nccu.edu.tw	lkshiue@nccu.edu.tw	
10 Further Information:			

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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	The Taiwan's first university-based archives program was established in 1996. The archival program is a post-graduate program. In 2003, the name will change to the Graduate Institute of Library, Information and Archival Science.
2 Academic/training year:	Month (start) <u>September</u> Month (end) <u>June</u> Number <u>2</u> of terms/semesters/sessions containing number <u>17</u> of weeks
3 Language(s) of instruction:	Chinese
4 Credentials conferred:	MA
5 Teachers/ instructors in archives/records:	F/T: 1 P/T: 3
6 Student/ teacher ratio:	State number <u>8</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Archival Appraisal Arrangement and Description of Archives
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: No Details:

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1.Certificate in Archives Management	340	8		BA	\$1400
2.Master of Library and Information Science	340	12		MA	\$1500

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1.Archives Management	30	25		N	1	170
2.Archives Digitalization: planning and practices	30	30		N	1	170

Further Comments / Explanation:

None

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Northwest University

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Archives and Library Department, College of Public Administration, Northwest University	2 Country: China	
3 Full Address	229 North-TaiBai Road, Xi'an China		
4 Full Address	Northwest University, Xi'an, China 710069		
5 Telephone:	(86)+(029)+(8302881)		
6 Facsimile:	(86)+(029)+(8302484)		
7 E-mail:	huangxr@263.net		
8 Website:	Http://www.nwu.edu.cn		
9 Persons Responsible:	a. For All Programs: Dr. REN Zhongzhe, Professor & Head of College	b. For Archives/Records Programs: Mr. ZHOU Shengyu, Associate Professor & Head of Department	c. For Student Information: Ms. MA Li School Secretary
<i>Email of above persons:</i>	unicorn@pub.xaonline.com	huangxr@263.net	huangxr@263.net
10 Further Information:			

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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	The science of archives program was established in 1983 at History Department, In 2000 merged with Library Department ,becomes Archives and Library Department of Public Administration college .
2 Academic/training year:	Month (start) <u>9</u> Month (end) <u>6</u> Number <u>2</u> of terms/semesters/sessions containing number<u>18</u> of weeks
3 Language(s) of instruction:	Chinese
4 Credentials conferred:	Diploma in Archives, Master of Public Administration Management .
5 Teachers/ instructors in archives/records:	F/T: 13 5 associate professors 8 senior lecturers P/T:
6 Student/ teacher ratio:	State number <u>14</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Archives Management
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: YES Details: Accreditation by Department of Education of Shanxi Province

III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Archives Management	320	8	RES 25% - 100% DL 25% - 75%	High school & language proficiency	Domestic 2000 Foreign 3000

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

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Further Comments / Explanation: None

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Shandong University

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	School of History and Culture, the Archive and Secretary Department, Shandong University	2 Country: China	
3 Full Address	No. 27, Shanda South Road, Jinan, Shandong, PRC.		
4 Full Address	School of History and Culture, Shandong University, Jinan, Shandong, PRC. 250100		
5 Telephone:	(86)+(531)+(8364067)		
6 Facsimile:	(86)+(531)+(8564974)		
7 E-mail:	lsw@sdu.edu.cn		
8 Website:	http://www.history.sdu.edu.cn/		
9 Persons Responsible:	a. For All Programs: ZHAO Aiguo, Professor Head of School	b. For Archives/Records Programs: HAN Ying, Associate Professor	c. For Student Information BI Mu Student Advisor
<i>Email of above persons:</i>	aiguozhao@sdu.edu.cn	zhangxinghua@sdu.edu.cn	bimu@sdu.edu.cn
10 Further Information:			

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program	Shandong's first University-based archive program was established in 1982 at the History Department of Shandong University, and begins its student enrollment in 1983. It was expanded as the Archive Department in 1996, and changed into the Archive and Secretary Department in 2001. It possesses 7 professional teachers at present time, including 1 professor and 3 assistant professors. Holding 120 college students, it is at the same time enrolling postgraduate student through the modern history specialty.
2 Academic/training year:	Month (start) <u>September</u> Month (end) <u>July</u> Number <u>2</u> of terms/semesters/sessions containing number <u>18</u> of weeks
3 Language(s) of instruction:	Chinese
4 Credentials conferred:	Bachelor in Management
5 Teachers/ instructors in archives/records:	F/T: 1 professor, 3 associate professors, 3 lectures P/T: 4 professors
6 Student/ teacher ratio:	State number <u>17</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Organization and Application of Modern Archive
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: Yes Details: The Archive and Secretary Department has received accreditation from the Teaching Assessment Body of Shandong University

III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Bachelor in Management- Archives/Records	2700	56	RES 100%	High school	Domestic 435

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IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1.An conspectus to Archival Science	3	30	RES 100%	Y	1	400
2. Archive Management	4	30	RES 100%	Y	1	500
3.Technological Archive Management	3	30	RES 100%	Y	1	400
4. Science of Paperwork	3	100	RES 100%	Y	1	400
5. Archive Compilation	3	30	RES 100%	Y	1	400
6.Modernization of Archive Management	3	30	RES 100%	Y	1	400

Further Comments / Explanation: None

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Sichuan University

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Department of Archival Science, School of Public Administration, Sichuan University	2 Country: China	
3 Full Address	29 Wangjiang Road, Chengdu, Sichuan province, P.R.China		
4 Full Address	School of Public Administration, Sichuan University, Chengdu 610064, Sichuan Province, P.R.China		
5 Telephone:	(86)+(28)+(85412429)		
6 Facsimile:	(86)+(28)+(85412429)		
7 E-mail:	Qiaojian1963@163.com		
8 Website:			
9 Persons Responsible:	a. For All Programs: QIAO Jian, Professor & Head of School	b. For Archives/Records Programs: HUANG Cunxun, Professor & Head of Department	c. For Student Information: Ms. YU Zhenji
<i>Email of above persons:</i>	Qiaojian1963@163.com		
10 Further Information:	http://www.scu.edu.cn/tempsit/gaikuang/index.htm Shanghai Dictionary Publishing House, (1994) "Dictionary of Archival Science"		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	Department of Archival Science, Sichuan University was founded in 1981. Postgraduate Program: The goal is to train professional archivists for public and private archives, archival researchers and teachers in archival studies. Undergraduate Program: The goal is train professional archivists for public or private archives, and to train records administration and records keeping staff.
2 Academic/training year:	Month (start) <u>September</u> Month (end) <u>July</u> Number <u>2</u> of terms/semesters/sessions containing number <u>20</u> of weeks
3 Language(s) of instruction:	Chinese and English
4 Credentials conferred:	Bachelor of Administration in Archival Science Master of Administration in Archival Science
5 Teachers/ instructors in archives/records:	F/T: 4 professors, 8 associate professors and a lecturer P/T: 0
6 Student/ teacher ratio:	State number <u>14</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Records management; historical manuscripts
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: YES Details: The archival science programs received accreditation from State Education Department since 1981.

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1.Bachelor Of Administration in Archival Science	1200	18	RES 100%	High School & the entry test	Domestic 450
2.Master of Administration in Archival Science	600	12	RES 100%	BA & the entry test	Domestic 800

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

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Further Comments / Explanation:

None

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Soochow University

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Archives Faculty Soochow University		2 Country: People's Republic of China
3 Full Address	Lingyun Building---level 11, 50# Donghuan Road (East Ring Road), Suzhou		
4 Full Address	Soochow University, Suzhou, Jiangsu, 215021. P. R. China		
5 Telephone:	(086)+(0512)+(67165493)		
6 Facsimile:	(086)+(0512)+(67165412)		
7 E-mail:	zyzhang@suda.edu.cn		
8 Website:	http://202.195.139.99		
9 Persons Responsible:	a. For All Programs: Zhaoyu Zhang	b. For Archives/Records Programs: Yi Zhou	b. For Student Information: Zhaoyu Zhang
<i>Email of above persons:</i>	zyzhang@suda.edu.cn		zyzhang@suda.edu.cn
10 Further Information:			

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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	Training four-year-schooling talents qualified for secretary and archives management in government, organizations and enterprises.
2 Academic/training year:	Month (start) <u>Sep.</u> Month (end) <u>Jul.</u> Number <u>8</u> of terms/semesters/sessions containing number <u>160</u> of weeks
3 Language(s) of instruction:	Chinese English
4 Credentials conferred:	Bachelor of Management Master of Management
5 Teachers/ instructors in archives/records:	F/T: Two professor, eight associate professors, three lecturers, two associate lecturers P/T: no
6 Student/ teacher ratio:	State number <u>13</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Electronic Recordkeeping Records Management
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: no Details:

III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1.Bachelor in Archives/Records Management	2,400	57	RES 100%	High school & equivalent	Domestic 500
2.Master in Archives/ Records Management	744	10+thesis	RES 100%	Bachelor degree or equivalent	Domestic 690

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IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1.Outline of Archival Science	54	50	RES 100%	Y	1	
2.Archive Management	72	50	RES 100%	Y	1	
3.Documentary	54	50	RES 100%	Y	1	
4.Management of Scientific & Technical Archive	54	50	RES 100%	Y	1	
5.Archive Compilation	54	50	RES 100%	Y	1	
6.History of Chinese Archive Undertaking	36	50	RES 100%	Y	1	

Further Comments / Explanation: none

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Tianjin Normal University

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	School of Economic and Management,the Faculty of Information Industry , Tianjin Normal University	2 Country: China	
3 Full Address	Weijin Street,Heping District, Tianjin China		
4 Full Address	Tianjin Normal university, 300071		
5 Telephone:	(086)+(022)+(23541003)		
6 Facsimile:	(086)+(022)+(23533062)		
7 E-mail:	lxa@tmsc-tj.com		
8 Website:	http://www.tjnu.edu.cn/		
9 Persons Responsible:	a. For All Programs: Prof. LIU Xin'an	b. For Archives/Records Programs: Mr. SANG Yuyu, Associate Professor	c. For Student Information: Mr. SANG Yuyu
<i>Email of above persons:</i>	lxa@tmsc-tj.com	tjlifj@163.net	tjlifj@163.net
10 Further Information:	No		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program	The Major of Archives Management, Tianjin Normal University was established in 1981. 350 undergraduates have been developed until now. The purpose of the major is to develop Archives/Records information management professionals. The major can offer Bachelor and Master degree. Scholarship and subsidies are available from a variety of sources. The major library has more than 5 thousand archives science books and about 20 types of major journals.
2 Academic/training year:	Month (start) <u>9</u> Month (end) <u>1</u> Number <u>8</u> of terms/semesters/sessions containing number <u>176</u> of weeks
3 Language(s) of instruction:	Chinese
4 Credentials conferred:	Bachelor and Master of Information Management
5 Teachers/instructors in archives/records:	F/T: 6 1 professor, 2 associate professor, 3 lecture P/T: 0
6 Student/ teacher ratio:	State number <u>24</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	No
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: YES Details:

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Bachelor of Information Management-Archives	2923	43	RES 80% & DL 20%	High school & language proficiency	Domestic 400 Foreign 2000
2. Master of Information Management-Archives	960	16	RES 60% & DL 40%	BA & language proficiency	Domestic 600 Foreign 3000

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1.Managing Archives	60	40	RES 70% DL 30%	Y	1	30
2.Managing E-Archives	60	40	RES 60% DL 40%	Y	1	30
3.Managing Science and Technology Record	54	40	RES 70% DL 30%	Y	1	30
4.Archives/Record Index	54	40	RES 70% DL 30%	Y	1	30
5.The History of Managing Archives	54	40	RES 100%	Y	1	30
6.Archives Compilation	54	40	RES 100%	Y	1	30

Further Comments / Explanation:

None

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Yunnan University

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Information Management Department, the Faculty of Humanity, Yunnan University	2 Country: China	
3 Full Address	52 North Road of Cuihu, Kunming, Yunnan, China		
4 Full Address	Yunnan University, Kunming, Yunnan, China		
5 Telephone:	(86) +(0871)+(5033637)		
6 Facsimile:	(86) +(0871) +(5153832)		
7 E-mail:	Yninfofordepart@sina.com		
8 Website:	http://www.irm.ynu.edu.cn		
9 Persons Responsible:	a. For All Programs: Dr. WAN Yonglin, Professor &Head of Department	b. For Archives/Records Programs: Dr. WAN Yonglin, Professor & Head of Department	c. For Student Information: Ms. ZHEN Wen, Professor & Vice Head of Department
<i>Email of above persons:</i>	Wanyonglin5458@sina.com	Wanyonglin5458@sina.com	Yninfofordepart@sina.com
10 Further Information:			

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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	Yunnan University's archives program was established in 1984 at History department; in 1988 the Archives department was established. In 1993, the information management program was established in Archives Department, and in 2000 Archives Department was renamed the Information Management Department.
2 Academic/training year:	Month (start) <u>September</u> Month (end) <u>July</u> Number <u>2</u> of terms/semesters/sessions containing number <u>18</u> of weeks
3 Language(s) of instruction:	Chinese
4 Credentials conferred:	Diploma in Archives Management, Bachelor of Archives Management, Master of Archives management
5 Teachers/ instructors in archives/records:	F/T: 8 P/T: 2
6 Student/ teacher ratio:	State number <u>10</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Records management, ethnic historical manuscripts
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: YES Details: The archives programs have received accreditation from the Yunnan Archives Office and Kunming Archives Office

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1.Certificate in Archives Management	120	5	INT100%	High school	100
2. Diploma in Archives Management	2880	About 50	RES100%	High school	1250
3 Master of Management-Archives	468	7+thesis	RES100%	BA & BS	2000

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1.Archives management science	72		RES100%	N	1	30
2.Archives protection science	72		RES100%	N	1	30
3.Ethnic Archives science	72		RES100%	N	1	30
4.Compilation of Archives	72		RES100%	N	1	30
5.Documents Management	72		RES100%	N	1	30
6.Management Archives of Science and Technology	72		RES100%	N	1	30

Further Comments / Explanation: None

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Zhengzhou Institute of Aeronautical, Industry Management

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Information Science Department, Zhengzhou Institute of Aeronautical, Industry Management	2 Country: China	
3 Full Address	#2,Jinhai Road, Zhengzhou city, Henan province, P. R. China		
4 Full Address	Information Science Department, Zhongzhou Institute of Aeronautical Industry Management, Henan province		
5 Telephone:	(68)+(0371)+(8252114)		
6 Facsimile:			
7 E-mail:	yliu@zzia.edu.cn		
8 Website:	http://www.zzia.edu.cn		
9 Persons Responsible:	a.For All Programs: Dr. LIU Yong, Associate Professor & Director of Department	b. For Archives/Records Programs: Dr. LIU Guohua, professor	c. For Student Information:
<i>Email of above persons:</i>			
10 Further Information:			

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	ZIA's Information Science Department was established in 1978 with two specialized courses: Information System and Management and Archives/ Records program In order to train qualified and professional person in the fields.
2 Academic/training year:	Month (start) <u>September (March)</u> Month (end) <u>January(July)</u> Number <u>2</u> of terms/semesters/sessions containing number <u>34</u> of weeks
3 Language(s) of instruction:	Chinese, English
4 Credentials conferred:	Diploma information Systems and Management, Diploma in Archives/Records Program, Bachelor of Management
5 Teachers/ instructors in archives/records:	F/T: 36(professors, associate professors, 1 senior lecturer, lecturers, associate lecturers) P/T:
6 Student/ teacher ratio:	State number <u>22</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Electronic record-keeping, record management
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: Yes Details: Both Information Systems and Managements and Archives/records program have received recognition of Henna Scientific Intelligence Research Institute and National Defence Science and Industry committee

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Official Correspondence	40	1	25%	High school & language proficiency	
2. Secretariat	40	1	30%	High school & language proficiency	
3. Archives Management	40	1	25%	High school & language proficiency	
4. Recordkeeping Technology	40	1	25%	High school & language proficiency	
5. Compiling and Writing of archival Documents	40	1	30%	High school & language proficiency	
6. Computer Managements of Archives	40	1	50%	High school & language proficiency	

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

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Further Comments / Explanation: None

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Archival Cadres Education Center of Shanxi Province Archives Bureau

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Archival Cadres Education Center of Shanxi Province Archives Bureau	2 Country: China	
3 Full Address	222 Chaoyang Street, Taiyuan, Shanxi, P.R. China		
4 Full Address	222 Chaoyang Street, Taiyuan, Shanxi, P.R. China 030045		
5 Telephone:	(86)+(0351)+(4376307)		
6 Facsimile:	(86)+(0351)+(4377879)		
7 E-mail:			
8 Website:			
9 Persons Responsible	a. For All Programs: Ms. WANG Dianzhen Associate Professor & Head of Center	b. For Archives/Records Programs: Mr. LI Rong Associate Professor & Vice- Head Of Center	c. For Student Information:
<i>Email of above persons:</i>			
10 Further Information:			

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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	
2 Academic/training year:	Month (start) <u>March</u> Month (end) <u>October</u> Number <u>6</u> of terms/semesters/sessions containing number <u>12</u> of weeks
3 Language(s) of instruction:	Chinese
4 Credentials conferred:	
5 Teachers/ instructors in archives/records:	F/T: 0 P/T: 10 Associate Professor, Professor, Lecturers
6 Student/ teacher ratio:	State number <u>10</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: NO Details:

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1.Certificate of Archives Basic Knowledge	80	6	INT.-2 weeks		40
2.Diploma in Archives Management (Undergraduate Studies)	750	12			100
3.Diploma in Archives Management (Specialized Studies)	970	15			70

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1.Introduction to Archival Science	16	110		N	1	3
2.Archives Administration	20	110		N	1	3
3.Administration Management						
4.History of the Chinese Political System	24	55		N	1	3
5.Archives Preservation						
6.Introduction to Computer Information Processing						

Further Comments / Explanation: None

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Archival Professional Training Center of Hubei Provinc

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Archival Professional Training Center of Hubei Province		2 Country: China
3 Full Address	87# Hongshan Road, Wuhan, Hubei, P. R. China		
4 Full Address	87# Hongshan Road, Wuhan, Hubei, P. R. China		
5 Telephone:	(0086)+ (027)+(87233373)		
6 Facsimile:	(0086)+(027)+(87233373 RES-70%),		
7 E-mail:	Gody505@yahoo.com.hk		
8 Website:			
9 Persons Responsible	a. For All Programs: Ms. WU Qingli, associate professor, Director	b. For Archives/Records Programs:	c. For Student Information: Mr. WU Zhijun, lecturer
<i>Email of above persons:</i>	Gody505@yahoo.com.hk		
10 Further Information	None		

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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program	Founded in 1989, to provide overall training programs for archival professionals in Hubei province.
2 Academic/training year:	Month (start) _____ Month (end) _____ Number <u>1</u> of terms/semesters/sessions containing number <u>1-2</u> of weeks
3 Language(s) of instruction:	Chinese
4 Credentials conferred	
5 Teachers/ instructors in archives/records	F/T: 4 associate professors, 1 lecturer P/T:
6 Student/ teacher ratio:	State number _____ of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: Yes Details: Accredited by Archival Bureau of Hubei Province

III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

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IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Training program for beginners	68	100	RES-70%, INT-1 week	N	2	
2. Upgrade training program		50	RES-60%-70%, INT-1or2 week	N	Nonscheduled	
3. Training course of special Topics.		40-50	RES-60%-70%, INT-3 days or 1 week	N	Nonscheduled	

Further Comments / Explanation: None

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Archivist Educational & Training Centre of Zhejiang Province

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	The Archivist Educational & Training Centre of Zhejiang Province		2 Country: China
3 Full Address	5 Shuguang Road, Hangzhou Zhejiang310007, China		
4 Full Address	5 Shuguang Road, Hangzhou Zhejiang310007, China		
5 Telephone:	(86) + (571)+(87057548)		
6 Facsimile:	(86) + (571)+(87057548)		
7 E-mail:	zjda@mail.hz.zj.cn		
8 Website:	www.zjda.gov.cn		
9 Persons Responsible:	a. For All Programs: REN Shigen Dean of Centre	b. For Archives/Records Programs:	c. For Student Information:
<i>Email of above persons:</i>			
10 Further Information:			

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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	The Centre is established in 1993. Overall purpose is to be engaged in short-term Archival Training, to enhanced their Archival management levels
2 Academic/training year:	Month (start) _____ Month (end) _____ Number _____ of terms/semesters/sessions containing number _____ of weeks
3 Language(s) of instruction:	Chinese
4 Credentials conferred:	Bachelor of history, Bachelor of Arts
5 Teachers/ instructors in archives/records:	F/T: P/T: 4
6 Student/ teacher ratio:	State number _____ of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: No Details:

III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1.Archival undertaking training	120	6	RES 100%	High school or equivalent	40
2.Archival knowledge sustainable training	40	4	RES 100%	High school or equivalent	30

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

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Further Comments / Explanation: None

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Shanghai Archival Staff Center

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Shanghai Archival Staff Center		2 Country: China
3 Full Address	326, Xianxia Road, Shanghai, China		
4 Full Address	326, Xianxia Road, Shanghai, China, 200336		
5 Telephone:	(0086)+(21)+(62703385)		
6 Facsimile:	(0086)+(21)+(62703385)		
7 E-mail:	zhshangyi@sohu.com		
8 Website:	http://www.archives.sh.cn/		
9 Persons Responsible:	a. For All Programs: Mr. LIU Guangqing, Department Director of Center	b. For Archives/Records Programs: Mr. LIU Guangqing, Department Director of Center	c. For Student Information:
<i>Email of above persons:</i>	zhshangyi@sohu.com	zhshangyi@sohu.com	
10 Further Information:	None		

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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	Shanghai Archival staff Training Center was established in 1992. It aims at providing education and training for archival staff in shanghai. The center devises these main curriculum, such as training for taking up archival post, continuing、 training for archival staff at their post, and training for the title of the technical port
2 Academic/training year:	Month (start) <u>spring</u> Month (end) <u>Autumn</u> Number _____ of terms/semesters/sessions containing number _____ of weeks
3 Language(s) of instruction:	Chinese
4 Credentials conferred:	Qualification Certificate of Archival Management of Shanghai Mono science Certificate of Completion for Continuing Archival Training of professionals
5 Teachers/ instructors in archives/records:	F/T: P/T: 5 professors, 20 associate professors, 10 lecturers
6 Student/ teacher ratio:	State number _____ of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: Details:

III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

None

Further Comments / Explanation:

None

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IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1.Continuing training for archival staff at their post	70	300	INT		1	
2.training for the title of the technical post	160	200	INT		1	
3.training for taking up archival post	240	300	INT		2	

Further Comments / Explanation: None

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Sichuan Provincial Training Center for Archivists

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Sichuan Provincial Training Center for Archivists		2 Country: China
3 Full Address	191 Huapaifang Street, Chengdu, Sichuan, China		
4 Full Address	Sichuan Provincial Training Center for Archivists, Chengdu, Sichuan, China 610031		
5 Telephone:	(86)+(28)+(87662390)		
6 Facsimile:	(86)+(28)+(87662390)		
7 E-mail:	Zxf8514@sina.com		
8 Website:			
9 Persons Responsible:	a. For All Programs: Mr. ZHENG Ling, Head of the Training Center	b. For Archives/Records Programs: Ms. DONG Wei, vice head of the Training Center	c. For Student Information: Ms. DONG Wei, vice head of the Training Center
<i>Email of above persons:</i>	Zxf8514@sina.com		
10 Further Information:			

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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program	The Training Center was established in November 1997. Its main purpose is to training archivists of the whole province.
2 Academic/training year:	Month (start) <u>March</u> -- Month (end) <u>October</u> Number <u>6</u> of terms/semesters/sessions containing number <u>2</u> of weeks
3 Language(s) of instruction:	Chinese
4 Credentials conferred:	Credentials of on-the -job training and continuing education
5 Teachers/ instructors in archives/records:	F/T: 0 P/T: 2 archival researchers (equivalent to professors), 6 vice archival researchers(equivalent to associate professors)
6 Student/ teacher ratio:	State number _____ of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: No Details:

III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

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IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1.Managing Documents	16		INT 100%	N	6	
2.Managing Administrative Archives	24		INT 100%	N	6	
3.Managing scientific and technological Archives	8		INT 100%	N	6	
4.Law and Regulations of Archives	8		INT 100%	N	6	
5.Protective Technology of Archives	8		INT 100%	N	6	
6.Managing Archives by computer	8		INT 100%	N	6	

Further Comments / Explanation:

None

Israel

the Hebrew University of Jerusalem

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	School of Library, Archive and Information Studies, the Hebrew University of Jerusalem		2 Country: Israel
3 Full Address	POB 1255, Jerusalem, 91904.		
4 Full Address	POB 1255, Jerusalem, 91904.		
5 Telephone:	(972)+(2)+(658-5045)		
6 Facsimile:	(972)+(2)+(658-5957)		
7 E-mail:	silvia@nioi.gov.il		
8 Website:	http://sites.huji.ac.il/slais		
9 Persons Responsible:	a. For All Programs: Dr. Susan Lazinger	b. For Archives/Records Programs: Dr Silvia Schenkolewski	c. For Student Information:
<i>Email of above persons:</i>	susan@vms.huji.ac.il	silvia@nioi.gov.il	
10 Further Information:	Website: http://sites.huji.ac.il/slais		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program	<p>The first academic courses in archival studies were given at the Hebrew University of Jerusalem in the 1950's. Courses were based upon a curriculum that met the needs of existing archival institutions and others that were not yet professionally managed. The curriculum was formulated on the one hand, to supply the needs of a state with no archival material of its own before the middle of the 19th century, while on the other hand, holding documentary collections relating to the history of the Jewish people in general going back to the beginning of the 15th century. A significant change to the curriculum was made in the 90's, so that it reflects new theories such as the social aspect of archives and 'life cycle' of the record. Electronic records and finding ways to preserve them are part of the new challenge in educating archivists.</p>
2 Academic/training year:	Month (start) <u>October</u> Month (end) <u>June</u> Number <u>2</u> of terms/semesters/sessions containing number <u>13-14</u> of weeks
3 Language(s) of instruction:	Hebrew
4 Credentials conferred:	M.L.S. (Qualified Archivist)
5 Teachers/ instructors in archives/records:	F/T: 4 (1 Professor, 3 Senior Lecturers) P/T: 5 (Adjunct Faculty)
6 Student/ teacher ratio:	State number <u>5:1</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	electronic recordkeeping, records management, etc.
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: <u>NO</u> Details:

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1.School of Library, Archive and Information Studies, The Hebrew University	600 hours 44 credits	20-22	Laboratory, Frontal (on-site)	A. or B.Sc. with minimum grade of 85	\$2,500

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. David Yellin College of Education Licensed Archivists Course	448 + 160 training period	24	Frontal, laboratory, on site	No	Every two years	\$2,340 US
2. Beit Berl College Licensed Archivists Course	448 + 100 training period	14	Frontal, laboratory, on site	No	Yearly	\$3,030 US
3. Emek Ezrael Academic College Licensed Archivists Course	448 + 160 training period	21	Frontal, laboratory, on site	Yes	Every two years	\$1,720 US

Further Comments / Explanation:

None

Japan

National Institute of Japanese Literature

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Department of Historical Documents, National Institute of Japanese Literature		2 Country: Japan
3 Full Address	1-16-10 Yutakacho, Shinagawa-ku, Tokyo, 142-8585 Japan		
4 Full Address	142-8585 Tokyo, Japan		
5 Telephone:	(81)+(3)+(3785-7131)		
6 Facsimile:	(81)+(3)+(3785-4456)		
7 E-mail:			
8 Website:	http://history.nijl.ac.jp		
9 Persons Responsible:	a. For All Programs: Dr. Eiichi Suzue, Director and Professor	b. For Archives/Records Programs: Dr. Eiichi Suzue, Director and Professor	c. For Student Information: Mr. Hiroyasu Hayashi Department Secretary
<i>Email of above persons:</i>	suzue@nijl.ac.jp	suzue@nijl.ac.jp	hayashi@nijl.ac.jp
10 Further Information	Programme of the archival training course (Archives College) is available at URL: http://history.nijl.ac.jp (only Japanese). Ando, Masahito, (1999) "A challenge to archival development and archival science in Japan", <i>ARCHIVUM</i> Vol. XLIV (1999): 139-156.		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	The Department of Historical Documents, National Institute of Japanese Literature, founded in 1951 started an archival training programme named "Seminar on Archives Administration" in 1988. It has been playing an important role in the archival community in Japan because no university-based academic programme for archival education has been established so far in the country. Seminar on Archives Administration reforms its curriculum from this year as to meet more closely the demand of undergraduate students, with a new nickname of "Archives College".
2 Academic/training year:	Month (start) <u>July</u> Month (end) <u>September</u> Number <u>2</u> of terms/semesters/sessions containing number <u>8</u> of weeks
3 Language(s) of instruction:	Japanese
4 Credentials conferred:	Certificate of Completion of Seminar on Archives Administration
5 Teachers/ instructors in archives/records:	F/T: 10 (4 professors, 3 associate professors, 3 research associates) P/T: 14 part-time lecturers
6 Student/ teacher ratio:	State number <u>4:1</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Historical manuscripts (especially of early-modern and modern)
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: NO Details:

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

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IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Seminar on Archives Administration (Archives College) – Long-term Course	135	35	RES 100%, INT – 8 weeks	N	1	free
2. Seminar on Archives Administration (Archives College) – Short-term Course	36	11 lectures (1.5 hours each)	RES 100%, INT – 1 week	N	1	free

Further Comments / Explanation:

None

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National Archives of Japan

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	National Archives of Japan (Kokuritsu Kobunshokan)	2 Country: Japan	
3 Full Address	3-2 Kitanomaru Park, Chiyoda-ku, Tokyo, Japan		
4 Full Address	Japan 102-0091		
5 Telephone:	(81)+(3)+(3214-0621)		
6 Facsimile:	(81)+(3)+(3212-8806)		
7 E-mail:			
8 Website:	http://www.archives.go.jp		
9 Persons Responsible:	a. For All Programs: Mr. Mitsuoki Kikuchi President Dr. Tetsuya Oohama Senior Vice-President	b. For Archives/Records Programs: Mr. Kozo Nagasawa Executive Specialist for Archival Affairs Mr. Michihiro Mishima Director of Archival Affairs Division	b. For Student Information: Archival Affairs Division, Liason and Coordination Section (Japanese) Ms. Yumiko Ohara, Department of Archival Affairs (English)
<i>Email of above persons:</i>			yohara@archives.go.jp
10 Further Information:	Curriculum and participants are reported every year to our <i>Annual Report of the National Archives of Japan</i> (Japanese only).		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	<p>In order to ensure thorough implementation of Public Archives Law (1987), National Archives of Japan has been held the Seminars for Staff in Archives Institutions since 1988. The Seminars are arranged for the beginners in public archives with the aim of learning basic knowledge about preservation and use of public records. Additionally, National Archives of Japan established a new curriculum of Training Course for Professional Staff of Archives in 1998. The goals of the Course are to give sufficient knowledge to be a professional staff of archives as stated in the provision of Public Archives Law, and to foster a leading professional staff of public archives. There are five main subjects in the curriculum: "General Responsibilities of Archives," "Study of Archival Materials," "Study of Management of Archival Materials," "Study of Archival Materials & Information Providing Services," and "Final Research." Thesis must be accepted for being awarded a Certificate of Completion of this Course.</p>
2 Academic/training year:	<p>Month (start) _____ Month (end) _____ Number _____ of terms/semesters/sessions containing number _____ of weeks 1) Training Course for Professional Staff of Archives: 4 weeks (2weeks x 2 sessions, Fall) 2) Seminars for Staff in Archives Institutions: 5 days (Fall)</p>
3 Language(s) of instruction:	Japanese
4 Credentials conferred:	Certificate of Completion of the Course
5 Teachers/ instructors in archives/records:	<p>F/T: P/T: Instructors consist of: staff members of archival institutions; faculty members of universities; staff members of administrative organs; and experts in related fields.</p>
6 Student/ teacher ratio:	<p>State number _____ of students for each F/T equivalent teacher 1) Training Course for Professional Staff of Archives 20:1 2) Seminars for Staff in Archives Institutions 30:1</p>
7 Areas of concentration or specialisation featured: if any	Programs are designed for staff members in public archives, or administrators of archival records.
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement	<p>State YES or NO: NO Details:</p>

by professional bodies?

III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

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IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Training Course for Professional Staff of Archives	120 hours	About 20	RES 100% INT-2 weeks x 2 sessions	N	1	
2. Seminars for Staff in Archives Institutions	30 hours	About 30	RES 100% INT-5 days	N	1	

Further Comments / Explanation:

- 1) Access is restricted to staff members of national / local public archives, or administrators of archival records at the local public bodies which have no public archives.
- 2) In addition to the course and the seminars above, Study Meeting of Professional Staff of Archives has been periodically held since 1993. The participants of the meeting are staff members of public archives. They have a three-day research meeting on a specific theme concerning the preservation and use of government documents and historical records. The results of the meeting are reported in our information magazine "Archives."

Philippines

University of the Philippines

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	INSTITUTE OF LIBRARY AND INFORMATION SCIENCE (ILIS) UNIVERSITY OF THE PHILIPPINES		2 Country: Republic of the Philippines
3 Full Address	3rd Floor, Gonzalez Hall, Diliman, Quezon City, Philippines		
4 Full Address	University of the Philippines, Diliman, Quezon City, 1101 Philippines		
5 Telephone:	(6)+(32)+(9205367)		
6 Facsimile:	(6)+(32)+(9205367)		
7 E-mail:	ils@up.edu.ph		
8 Website:	www.ils.upd.edu.ph		
9 Persons Responsible:	a. For All Programs: Josephine C. Sison, PhD Dean	b. For Archives/Records Programs: Ricardo L. Punzalan Instructor Yolanda C. Granda Senior Lecturer	c. For Student Information: Professor Rosalie B. Faderon College Secretary
<i>Email of above persons:</i>	josephine.sison@up.edu.ph	rpunzalan@up.edu.ph yolanda.granda@up.edu.ph	rosalie.faderon@up.edu.ph
10 Further Information:	World Guide to Library, archive and information science education / IFLA; Ed. by Josephine Riss Fang... – 2nd ed., 1995. (IFLA Publications 72/73)		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	Archives and Records Management is a major track/concentration in the undergraduate baccalaureate degree. The establish the Master of Archives and Records Management is ongoing.
2 Academic/training year:	Month (start) <u>June</u> Month (end) <u>April</u> Number 2 of semesters (1st Semester, June – October; 2nd Semester, November – April) 1 Semester = atleast 16 weeks
3 Language(s) of instruction:	1. English 2. Filipino
4 Credentials conferred:	Bachelor of Library and Information Science Master of Library and Information Science
5 Teachers/ instructors in archives/records:	F/T: 1 Instructor P/T: 3 Senior Lecturers 1 Professorial Lecturer
6 Student/ teacher ratio:	Undergraduate Students: 1:30 Graduate Students: 1:20
7 Areas of concentration or specialisation featured: if any	Archives Administration Records Management Preservation and Conservation Philippine Rare Books and Manuscripts
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: Details: YES. The ILIS is accredited by the Philippine government through the following accrediting agencies Professional Regulations Commission (PRC), Commission on Higher Education (CHED), and the professional association, Society of Filipino Archivists (SFA).

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Bachelor of Library and Information Science (Archives and Records Management track)	3 hrs. x 17 mtgs. per course x 4 courses	4	lecture/discussion exposure trips practicum	GWA of 2.5 or better aptitude test clearance True Copy of Grades or Official Transcript 2 letters of recommendation	\$140/semester + \$600 Non Resident Fee (for foreign students)
2. Master of Library and Information Science	3 hrs. x 17 meetings per course x 6 courses	6	lecture/discussion exposure trips practicum	GWA of 2.0 or better aptitude test clearance Official Transcript birth certificate TOEFL score of 600 (for foreign students) marriage contract (if married) 2 letters of recommendation	\$142/semester + \$1000 Non Resident Fee (for foreign students)

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IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Basic Course in Records Management and Archives Administration	40	80	INT – 1 wk	N	1	120
2. Conservation of Library and Archival Materials	40	80	INT – 1 wk	N	1	120
3. Training in Audiovisual Archives	24	80	INT – 1 wk	N	1	100

Further Comments / Explanation:

For more details, please visit the official website of the Institute of Library and Information Science, University of the Philippines (Diliman) at www.ils.upd.edu.ph/ellis.

Europe

Bulgaria

Sofia University

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Sofia University "St Kliment Ohridski", Faculty on History, Chair on Archival Science and Auxiliary Historical Sciences		2 Country: Bulgaria
3 Full Address	Tzar Osvoboditel Str. 15, Sofia 1504, BULGARIA		
4 Full Address			
5 Telephone:	(359)+(2)+(9308/239)		
6 Facsimile:	(359)+(2) 46 30 22 to mention "Archivistics"		
7 E-mail:			
8 Website:	http://www.clio.uni-sofia.bg		
9 Persons Responsible:	a. For All Programs: Dr. Petar Delev, Associate Professor and Dean of the Faculty	b. For Archives/Records Programs: Dr. Rumen Donkov, Associate Professor in charge of the Chair	c. For Student Information: Secretary of the chair
<i>Email of above persons:</i>		Neikova@clio.uni-sofia.bg Valery@clio.uni-sofia.bg	
10 Further Information:	Neikova, A. The Subject on Archival Science in the Information Society - New Curriculum. Archival Review, 4/2000 Neikova, A. & Piskova M. The training of Bulgarian Archivists from specialization to specialty, Archival Review, 3-4/1993		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	Bulgaria's first university-based Archives/records management was founded at Sofia University, Faculty on History in 1952. Then it was a specialty but in 1954 it change into specialization courses at the Faculty on History. Since 2002 the specialty is reestablished as Archives and Records Management. In the same time all students of History pass an exam on Archives and Records Management and obtain a good training to work in public and other archives.
2 Academic/training year:	Month (start) <u>September</u> Month (end) <u>July</u> Number ____ of semesters/sessions containing number ____ of weeks each year for Bachelor's degree 4 semesters with 360 hours of lectures and 2 summer practical 3 semesters for Master's degree for Bachelors in History or 4 semesters for any other graduate
3 Language(s) of instruction:	Bulgarian
4 Credentials conferred:	Diploma of Historian - Archives/Records manager for Bachelor's degree Diploma for Master's degree Doctor of History
5 Teachers/ instructors in archives/records:	F/T: 7 (including one Professor and 3 Associate Professors) P/T: 3
6 Student/ teacher ratio:	State number <u>8</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Classical Archival Science; Comparative Archival Science; Electronic records and archives; Modern archival legislation and standards; Records systems and records management; Records-communications-management; Archives-Libraries- Museums.
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: Yes Details: Accredited by High Accrediting Commission

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Diploma of Historian - Archives/records manager - Bachelor's degree	1980 hours of lectures 840 hours of Seminars	12 disciplines 780 hours	RES 100%	Admission exams after high School finishing	Domestic 200 leva per year (=100 euro)
2. Diploma of Historian - Archives/records manager - Master's degree	760 hours and defense of a thesis	6 obligatory subjects and 2 by choice 2 practices		Bachelor's degree obtained	Domestic 600 leva (300 euro)
3. Doctor in History	3 years with 6 semesters			Bachelor's or Master's degree And Decision of the Scholars' Board	Domestic 1600 leva for Defense of the dissertation

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

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Further Comments / Explanation:

None

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South Western University

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	South Western University "Neofit Rilski", Faculty on Law and History, Chair on Bulgarian History and Archeology	2 Country: Bulgaria	
3 Full Address	Place Georgi Izmirliiev-Makedoncheto, 2700 Blagoevgrad, Bulgaria		
4 Full Address			
5 Telephone:	(359)+(73)+(206 31)		
6 Facsimile:	(359)+(73)+(350 17)		
7 E-mail:			
8 Website:	http://www.swu.bg/law-swu		
9 Persons Responsible:	a. For All Programs: Alexander Vodenicharov, Professor and Dean of Faculty	b. For Archives/Records Programs: Management: Mariana Piskova, Associate Professor	c. For Student Information: Secretary of the chair Ms. Tonia Tsarvarishka
<i>Email of above persons:</i>	Law-swu@avala.bg	Piskova_marijana@hotmail.com	
10 Further Information:	Neikova, A. & Piskova M. The training of Bulgarian Archivists from specialization to specialty, Archival Review, 3-4/1993 Guidelines for professional-practical readiness of students on history. Blagoevgrad, 2000		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	The Subject of Archives and records management enters in the programs of history students in 1992. Nowadays the students on history have several subjects related to archives and records management such as Archival editions; Creation of State Archival Fonds; New records and archives etc.
2 Academic/training year:	Month (start) <u>September</u> Month (end) <u>July</u> Number <u>2</u> of semesters/sessions containing number _____ of weeks each year
3 Language(s) of instruction:	Bulgarian
4 Credentials conferred:	Diploma on History Diploma for Master's degree
5 Teachers/ instructors in archives/records:	F/T: 1 P/T: 1
6 Student/ teacher ratio:	State number _____ of students for each F/T equivalent teacher 50 students for full-time lecturer 40 students for part-time lecturer
7 Areas of concentration or specialisation featured: if any	Archival science; records management; audio-visual and electronic records.
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: Yes Details: The University has the Accreditation of the High Accrediting Commission

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Diploma of Bachelor on History	60 hours on archives management 30 h. records management	15 hours of practical courses (total 160 credits)		Admission exams on history after high School finishing	Domestic 200 leva per year (=100 euro)
2. Doctor in History*				Bachelor's or Master's degree And Decision of the Scholars' Board	Domestic 1600 leva for Defense of a dissertation

*Comments: The dissertation on Archives or Records management gives to its author the title of Doctor on History.

Any dissertation defense needs prior decision for work given by the Scholar board of the University and several levels of discussions on the thesis.

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

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Further Comments / Explanation:

None

Croatia

University of Zagreb

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	The Faculty of Philosophy, Department of Information Science, the University of Zagreb		2 Country: Croatia
3 Full Address	Ivana Lucica 3. 10000 Zagreb, Croatia		
4 Full Address	Ivana Lucica 3. 10000 Zagreb, Croatia		
5 Telephone:	(385)+(1)+(6002302)		
6 Facsimile:	(385)+(1)+(6156879)		
7 E-mail:			
8 Website:	http://www.ffzg.hr/infoz		
9 Persons Responsible:	a. For All Programs: Prof. Dr. Tomislav Sola, Head of Department	b. For Archives/Records Programs: Prof. Dr. Jadranka Lasic-Lazic	c. For Student Information: Ms. Nevenka Petak Department Secretary
<i>Email of above persons:</i>		jlazic@ffzg.hr	
10 Further Information:			

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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	Established in 1986. In 1997 a new curriculum devised, with more courses on records management.
2 Academic/training year:	Month (start) <u>October</u> Month (end) <u>June</u> Number <u>2</u> of terms/semesters/sessions containing number <u>15</u> of weeks
3 Language(s) of instruction:	Croatian
4 Credentials conferred:	Diploma in Archives Management, Master of Information Management
5 Teachers/ instructors in archives/records:	F/T: 1 P/T: 6
6 Student/ teacher ratio:	State number <u>15</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Recordkeeping, archives management
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: NO Details:

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Diploma in Archives Management	720	17	RES 100%	High school & 2 academic years completed	1000
2. Master of Information Management	180 + thesis	6	INT 100%	Diploma & proficiency in 2 foreign languages	1700
3. PhD in Information Management	Dissertation	Dissertation		Master & proficiency in 2 foreign languages	1000

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

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Further Comments / Explanation: None

France

Institut national du patrimoine

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Institut national du patrimoine		2 Country: France
3 Full Address	117, Boulevard Saint-Germain 75006 PARIS (France)		
4 Full Address	Idem		
5 Telephone:	(33)+((0)1)+(44 41 16 41)		
6 Facsimile:	(33)+((0)1)+(44 41 16 77)		
7 E-mail:			
8 Website:	http://www.inp.fr/ (French, English, Spanish)		
9 Persons Responsible::	a. For All Programs: Mrs Catherine MEROT Directrice des études du Département des conservateurs	b. For Archives/Records Programs: Mrs Catherine MEROT Directrice des études du Département des conservateurs	c. For Student Information: Mrs Catherine MEROT Directrice des études du Département des conservateurs
<i>Email of above persons:</i>	catherine.merot@inp.fr	catherine.merot@inp.fr	catherine.merot@inp.fr
10 Further Information:			

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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	Created in 1990, the former Ecole nationale du patrimoine, called Institut national du patrimoine since December 2001, is the school of application for French heritage curators of different specialities (records/archives, museums, archeology...), who become civil servants after they have passed an annual outside competition..
2 Academic/training year:	From January to June of the next year 3 semesters containing 78 weeks
3 Language(s) of instruction:	French
4 Credentials conferred:	Diplôme de conservateur du patrimoine, spécialité archives (Diploma of heritage curator, archives speciality)
5 Teachers/ instructors in archives/records:	F/T: 0 P/T: about 20 associate lecturers among 18 months
6 Student/ teacher ratio:	State number 10 of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	General courses (heritage law, public management, heritage economics, multimedia, cultural mediation...); specific archivistic courses; French and international placements.
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: NO Details:

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Diploma of heritage curator (archives speciality)	550 hours + 9-month training period	10	RES: 100%	Requirement for the outside competition: third year accomplished of the Ecole nationale des Chartes (i.e. 5 years after French „baccalaureat“, that is General Certificate of Education)	Free

Further comments / Explanations :

-Some subjects may not be offered every year. Program is updated every year.

-At the moment, the diploma of heritage curator is reserved to French people, but it could change in the next years.

-2 or 3 foreign people are selected every year by a special commission which examines files received from everywhere. These foreign people can follow the whole program or a part of it, and can obtain an international diploma or certificate of heritage studies. The tuition is free.

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IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Law of pictures	12	25	RES: 100% INT: 2 days	N	4	From 130 \$/day to 350 \$/day
2. Preservation and conservation of photographic collections	18	15	RES: 100% INT: 2 X 3 days	N	2	Idem
3. Between scientific questions and management : running an archives service today	18	15	RES: 100% INT: 3 days	N	1	Idem
4. Internet for archivists	18	20	RES: 100% INT: 3 days	N	1	idem

Further Comments / Explanation:

- Subjects of Archives/records courses are renewed every year. Some can be proposed 2 or 3 years one after the other; some are given only one time. For further information, contact the Institute website at URL: www.inp.fr

Germany

Bavarian Archives School

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Bavarian Archives School, General Direction of Bavarian State Archives, Germany	2 Country: Federal Republic of Germany	
3 Full Address	Schönfeldstr. 5, 80539 Muenchen, Germany		
4 Full Address	Generaldirektion der Staatlichen Archive Bayerns, Postfach 22 11 52, 80501 Muenchen, Germany		
5 Telephone:	(49) +(89)+(28638-2482)		
6 Facsimile:	(49)+(89) +(28638 2615)		
7 E-mail:	archivschule@gda.bayern.de		
8 Website:	http://www.gda.bayern.de		
9 Persons Responsible	a. For All Programs: Professor Dr. Hermann Rumschöttel, director general of the Bavarian state archives	b. For Archives/Records Programs: Mrs Christa Schmeisser, Oberamtsraetin,	c. For Student Information: Mrs. Christa Schmeisser, Oberamtsraetin,
<i>Email of above persons:</i>	vorzimmer@gda.bayern.de	archivschule@gda.bayern. de	archivschule@gda.bayern. de
10 Further Information	See enclosed prints		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program	The Munich Archives School was among the first to be founded in Europe, in 1821. Beginning with only a post graduate course for Ph.D.s in history the present day system gradually emerged, offering courses for the three civil service career levels of staff employed by the archives administration in Bavaria today.
2 Academic/training year:	courses on demand, from 2 to 3 years depending on the career level.
3 Language(s) of instruction:	German
4 Credentials conferred:	depending on the career level: post graduate senior civil service degree in archival science; diploma on archival science of the Bavarian civil service academy of applied science and humanities (Diplomarchivar Fachhochschule); degree for the lower civil service career of the Bavarian archives administration.
5 Teachers/ instructors in archives/records:	F/T: 0 P/T: staff members of the state archives administration, and of church and city archives
6 Student/ teacher ratio:	40 part time instructors for the ca. 30 students (including all careers)
7 Areas of concentration or specialisation featured: if any	record keeping, arrangement and description of all classes of records preserved by archives in Bavaria, from medieval charters to electronic records; evaluation and disposal of records; records management; archives technology; administrative history, science and law; outreach.
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State Yes or NO: Details: Approved by the Bavarian ministry of science, research and arts (Wissenschaftsministerium).

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

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IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Senior degree of archives administration	1720	44	70%	M.A. or Ph.D., qualifications in Latin and French		
2. Diploma on applied archival science	2400	27	50%	University entrance qualification including Latin		

Further Comments / Explanation: None

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Marburg Archives School

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Marburg Archives School	2 Country: Federal Republic of Germany	
3 Full Address	Bismarckstrasse 32 35037 Marburg Germany		
4 Full Address	Bismarckstrasse 32 35037 Marburg Germany		
5 Telephone:	(++49)+(6421)+(16971 0)		
6 Facsimile:	(++49)+(6421)+(16971 10)		
7 E-mail:	archivschule@mail.uni-marburg.de		
8 Website:	www.archivschule.de or: www.uni-marburg.de/archivschule		
9 Persons Responsible:	a. For All Programs: Vacant; temporary: Prof. Dr. Rainer Polley	b. For Archives/Records Programs: Dr. Nils Brübach; Dr. Karsten Uhde; Dr. Stefanie Unger	c. For Student Information: Prof. Dr. Rainer Polley, director of studies
<i>Email of above persons:</i>	archivschule@mail.uni-marburg.de	bruebach@mail.uni-marburg.de ; uhde@mail.uni-marburg.de ; ungers@mail.uni-marburg.de	polley@mail.uni-marburg.de
10 Further Information:	http://www.uni-marburg.de/archivschule/ especially: http://www.uni-marburg.de/archivschule/fv1.html		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	The school, founded in 1949, is the central training institution for German archivists in public service in the federal archives, the archives of the states except Bavaria, the local government and the church archives for postgraduate and graduate academic education. It is further an institution for professional in-service training and for research in archival science. It is no university or college with free imatriculation.
2 Academic/training year:	Regular courses of 1 year (postgraduate course) beginning in January and 1 ½ year (graduate course) beginning in October. The academic year contains 3 terms with 15 weeks each.
3 Language(s) of instruction:	German
4 Credentials conferred:	Depending on the career level: 1) Postgraduate state exam in archival profession (Assessor des Archivdienstes) or: 2) Diploma on archival science (Diplomarchivar – FH)
5 Teachers/ instructors in archives/records:	F/T: 7 permanent teaching staff (including the director, the director of studies, 3 senior lecturers and 2 lecturers). P/T: Several visiting lecturers, who are professional German archivists.
6 Student/ teacher ratio:	State number 6 of students for each F/T equivalent teacher Ratio: 7:1 (75% of classes taught by permanent staff, 25% by visiting lecturers; 60 students/year)
7 Areas of concentration or specialisation featured: if any	Dual education, i.e. combining 8 months of practical work in public archives (18 months in graduate level) and 12 months of theoretical education (18 months in graduate level) on all fields of archival science. See programme under: http://www.uni-marburg.de/archivschule/kurrikulumhd2.html
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: Yes Details: Both, the curriculum and the structure of the programme have been developed in cooperation with the professional archival organizations. It has been approved by the ministries of the federal states. A board of trustees (Beirat) is continuously advising on its further development.

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Re-quirements	Estimate of Annual Cost of Tuition in (US\$)
1.postgraduate courses	1168	25	Lectures (15%), seminars (55%) and exercises on practise (30%)	M.A. or Ph.D.; knowledge in Latin and French	----
2.graduate courses	1441	25	Lectures (15%), seminars (55%) and exercises on practise (30%)	University entrance qualification including knowledge in Latin und French	----

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Six Refreshing courses These courses are only for professional archivists who want to specialise themselves in specific working fields like archival law, online finding aids, digitalisation, preservation, records management etc.	10 -16 each	15 each	Seminar and exercises on practise	N	1 each	180-310
2. Five Special courses These courses are only for professional archivists, who want to learn something about new fields and innovative and best practice of archival work and theory, like electronic records, using the internet, new computer programmes or standards.	12- 16	15 each	Seminar and exercises on practise	N	1 each	180-290
3. Four Basic courses. These courses are especially for archivists without a professional education, who want to get basic information about archival theory and methods in general.	26	20 each	Seminar and exercises on practise	N	1 or 2 each	260

Further Comments / Explanation: none

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Westfälisches Archivamt

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Westfälisches Archivamt – Fachbereich Aus- und Fortbildung		2 Country: Federal Republic of Germany
3 Full Address	Jahnstraße 26,48147 Münster, Germany		
4 Full Address	48133 Münster, Germany		
5 Telephone:	(0049)+(251)+(3896)		
6 Facsimile:	(0049)+(251)+(269)		
7 E-mail:	Westf.archivamt@lwl.org		
8 Website:			
9 Persons Responsible:	a. For All Programs: Rickmer Kießling	b. For Archives/Records Programs:	c. For Student Information:
<i>Email of above persons:</i>	r.kiessling@lwl.org		
10 Further Information:	Westfälisches Archivamt, Archivpflege in Westfalen und Lippe, Heft 50, Münster (Germany) 1999 [Heft 57, Münster (Germany) 2002]		

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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	The Westfälische Archivamt started an archival training program in 1924 especially to build up archival staffs for the regional and local archives. Today the seminars are part of the professional training of archivists in Westfalia. The Westfälisches Archivamt cooperates with the Archivschule Marburg and the Fachhochschule potsdam.
2 Academic/training year:	Month (start) _____ (end)____ Number <u>8</u> of terms/semesters/sessions containing number ___of weeks 2-3 days
3 Language(s) of instruction:	German
4 Credentials conferred	Certificate of participation
5 Teachers/ instructors in archives/records:	F/T: P/T: 3
6 Student/ teacher ratio:	State number <u>20</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: no Details:

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

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IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Introduction in archival working	40	20	100% RES	N	2	150
2. Archives/ Records Management	16	20	100% RES	N	2	70
3. Archival technics	16	20	100% RES	N	1	70
4. Palaeography	16	20	100% RES	N	1	70
5. Archival restauration	16	6-8	100% RES	N	1	100

Further Comments / Explanation:

None

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Association of German Business Archivists

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Vereinigung deutscher Wirtschaftsarchivare e.V. VdW (Association of German Business Archivists)	2 Country: Federal Republic of Germany	
3 Full Address	c/o Stadtarchiv Heidelberg, Heiliggeiststr. 12, D – 69117 Heidelberg		
4 Full Address	c/o Stadtarchiv Heidelberg (City Archives of Heidelberg), Heiliggeiststr. 12, D – 69117 Heidelberg		
5 Telephone:	(49)+(06221)+(581980/81)		
6 Facsimile:	(49)+(06221)+(584947)		
7 E-mail:	stadtarchiv@heidelberg.de		
8 Website:	www.wirtschaftsarchive.de		
9 Persons Responsible	a. For All Programs: Dr. Peter Blum, director of the city archives of Heidelberg (as committee-member of the board, responsible for education and training), P/T honorary, beside the “normal job”	b. For Archives/Records Programs:	c. For Student Information:
<i>Email of above persons:</i>	peter.blum@heidelberg.de		
10 Further Information	<p>Kroker, Evelyn: Das berufspraktische Netzwerk. In: Handbuch für Wirtschaftsarchivare. Theorie und Praxis. Hrsg. von Evelyn Kroker, Renate Köhne-Lindenlaub, Wilfried Reininghaus im Auftrag der Vereinigung deutscher Wirtschaftsarchivare e.V. München 1998, S. 55-69.</p> <p>Pohlenz, Michael/van Eyll, Klara: Aus der Sicht der Wirtschaftsarchivare. In: Der Archivar 44 (1991), H. 1, Sp. 126f.</p> <p>Wehber, Thorsten: 44. VdW-Lehrgang „Einführung in das Wirtschaftsarchivwesen“ in Heidelberg, Mannheim und Ludwigshafen. In: Der Archivar 54 (2001), H. 3, Sp. 230f.</p> <p>Hasselbring, Bettina/Kling, Gudrun: 46. VdW-Lehrgang „Business Archives proudly present: Übungen zum professionellen Standing im (Akten-)Staub der Geschichte“. In: Archiv und Wirtschaft 35 (2002), H. 1, S. 28-30.</p>		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program	<p>Founded in 1957, archival education and training belongs to the statutory elementary tasks of the VdW. Since 1961 the VdW offers continuous training in specific abilities, with no prerequisites other than those dictated by the job market or by demands that are eminently practical and immediate. Up to the present day about 50 courses (the single course continues between three and six days) took place.</p> <p>There is no special institute of education and training for business archivists in Germany; an elected committee-member of the board of the VdW is responsible to organize the courses and to “engage” the teachers/instructors. To reduce the costs for the participants our training-concept is prevailing based on honorary engagement. It is a kind of help of the experienced colleagues to the others. But this is at the same time the key of success, because of it's very close relation to practice. And it improves also a special sense of community among the business archivists.</p>
2 Academic/training year:	Courses of training take part as required.
3 Language(s) of instruction:	German, English (foreign teachers/instructors)
4 Credentials conferred:	<p>certificate of participation</p> <p>In individual case courses are approved by employment exchange.</p>
5 Teachers/ instructors in archives/records:	<p>F/T: 0</p> <p>P/T: 1 lecturer (committee-member of the board of the VdW)</p>
6 Student/ teacher ratio:	State number about 12-20 of students for each teacher/instructor.
7 Areas of concentration or specialisation featured: if any	Post-appointment and continuing education and training programs (courses) in all related areas of professional archival practice.
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	<p>State YES or NO: no</p> <p>Details: After the courses the participants are requested to rate the teachers/instructors, the single lectures, the trainings-events and the conception and organization of the courses too. The feedback will help us to improve and to develop the conception and to select the teachers/instructors of future courses.</p>

III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

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IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Einführung in das Wirtschaftsarchivwesen (introductory course)	42	20	RES 100%, INT – 5 1/2 days	N	every two years (and as required)	475/500 US\$ members/extra students (plus 330 US\$ hotel and breakfast)
2. Bestandserhaltung in Wirtschaftsarchiven (conservation in business archives)	34	15	RES 100%, INT – 4	N	every two years (and as required)	300/325 US\$ members/extra students (plus 245 US\$ hotel and breakfast)
3. Business Archives proudly present: Übungen zum professionellen Standing im (Akten-) Staub der Geschichte (public relations and improvement of a professionel archival standing in the company)	54	12	RES 100%, INT – 6	N	every two years (and as required)	750/775 US\$ members/extra students (plus 410 US\$ hotel and breakfast)
4. Sammlungsgut und Öffentlichkeitsarbeit (collections in business archives and public relations)	48	15	RES 100%, INT – 5	N	every two years (and as required)	450/475 US\$ members/extra students (plus 330 US\$ hotel and breakfast)

Further Comments / Explanation:

The examples of above according to the last courses, which took place in the last two years. Some (other) subjects and/or programs may not be offered every year. 2-3 courses per year are marking the maximum, which is possible according to the principle of honorary.

Ireland

the National University of Ireland

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Archives Department, University College Dublin, the National University of Ireland, Dublin		2 Country Ireland
3 Full Address	Library Building, Belfield, Dublin 4, Ireland		
4 Full Address	Belfield, Dublin 4, Ireland		
5 Telephone:	(353)+(1)+(716 7545)		
6 Facsimile:	(353)+(1)+(716 1146)		
7 E-mail:	Ailsa.holland@ucd.ie		
8 Website:	http://www.ucd.ie/~archives		
9 Persons Responsible:	a. For All Programs: Ailsa C. Holland	b. For Archives/Records Programs: Ailsa C. Holland	c. For Student Information: Jennifer O'Reilly
<i>Email of above persons:</i>	Ailsa.holland@ucd.ie	Ailsa.holland@ucd.ie	Jennifer.oreilly@ucd.ie
10 Further Information:	Full information available on request and on website www.ucd.ie/~archives		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	University College Dublin provides the only recognised education for archivists and records managers in Ireland since 1972 when the Diploma in Archival Studies started. It is envisaged that its programmes will be expanded in the first decade of this millennium to meet the need for specialised in-service education arising out of freedom of information and accountability requirements in the public and semi public sector.
2 Academic/training year:	Month (start) <u>September</u> Month (end) <u>May</u> Number <u>3</u> of terms/semesters/sessions containing number <u>24</u> of weeks
3 Language(s) of instruction:	English with some courses requiring knowledge of Irish and Latin (instruction provided)
4 Credentials conferred:	Higher Diploma in Archival Studies Master of Arts (Archival Studies)
5 Teachers/ instructors in archives/records:	F/T: 1 P/T: 7
6 Student/ teacher ratio:	State number <u>12</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Archival science; Collection management including acquisition, appraisal, processing; Preservation management; Recordkeeping and management; Archival history; Palaeography and Diplomatics; Integrated theory and practicals particularly with reference to finding aid production.
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES Details: The Society of Archivists (UK and Ireland) accredits every five years. The Higher Diploma in Archival Studies is currently a recognised qualification by the Society of Archivists.

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1.Higher Diploma in Archival Studies	480	20	RES	Degree (good academic record); Relevant experience or reasonable understanding of archives; Language proficiency.	EU members € 2750 (course fees only) Non EU members € 5500 (course fees only)

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

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Further Comments / Explanation:

None

Netherlands

University of Amsterdam

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Department of Media and Culture Faculty of Humanities University of Amsterdam		2 Country: Netherlands
3 Full Address	Oude Turfmarkt 141, NL 1012 GC Amsterdam, the Netherlands		
4 Full Address	Oude Turfmarkt 141, NL 1012 GC Amsterdam, the Netherlands		
5 Telephone:	(31)+(20)+(525 47 00)		
6 Facsimile:	(31)+(20)+(525 2097)		
7 E-mail:	ketelaar@hum.uva.nl or j.scheurkogel@hum.uva.nl		
8 Website:	http://www.hum.uva.nl/bai		
9 Persons Responsible:	a. For All Programs: Piet van Wijk Director	b. For Archives/Records Programs: Dr. Eric Ketelaar Professor	c. For Student Information: Hans Scheurkogel Course Coordinator
<i>Email of above persons:</i>	p.van.wijk@hum.uva.nl	ketelaar@hum.uva.nl	j.scheurkogel@hum.uva.nl
10 Further Information:	None		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	<p>A study in Documentary Information Science has existed in this University for decades. In 1995, an agreement of cooperation with the Dutch Archives School has created a possibility to specialize within this course as archivist.</p> <p>In 2002 Dutch Higher Education will conform to international standard diploma's; from then onwards the University will confer a BA in Documentary Information Science (in which archival – and information science will be integrated) and MA's in Documentary Information Science and Archival Science</p>
2 Academic/training year:	<p>Month (start) <u>September</u> Month (end) <u>July</u> Number <u>2</u> of semesters/sessions containing number <u>14</u> of weeks each year</p>
3 Language(s) of instruction:	<p>Dutch</p>
4 Credentials conferred:	<p>BA Information Science, MA Information Science, MA Archival Science</p>
5 Teachers/ instructors in archives/records:	<p>F/T: 1 professor for archival science, 2 for information science 1 senior lecturer for information science</p> <p>P/T: 10 associate lecturers for archival science 01 associate lecturer for information science</p>
6 Student/ teacher ratio:	<p>State number <u>Approx. 20</u> of students for each F/T equivalent teacher</p>
7 Areas of concentration or specialisation featured: if any	
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	<p>State YES or NO: YES</p> <p>Details: The archives/records programs have received accreditation from the Dutch Ministry of Culture</p>

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. BA Documentary Information Science	Approx. 600 +thesis	BA Document ary Information Science	Res 70% DL 30%	High school	Domestic 1330 EUR Per year
2. MA Archival Schience	Approx. 200 + thesis	7	t	BA or equivalent	Domestic 1330 EUR Per year

Further Comments / Explanation:

- Dutch higher education is not measured in 'hours of instruction' but in a student's 'study occupation time'; this includes hours of instruction, case study, reading, writing etc.
- Some subjects and/or programs may not be offered every year. Check the University of Amsterdam's website <http://www.uva.nl> or the departments website (www.hum.uva.nl/bai) for the most up to date information.

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IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Information & organization (BA level)t	Approx. 40	30	Res 75% DL 25%	Y	1	EURO 260
2. Archiving Processes (MA level)	Approx. 40	20	Res 75% DL 25%	Y	1	EURO 260
3. Social Context of Archives (MA level)	Approx. 40	20	Res 75% DL 25%	Y	1	EURO 260
4. Comparative Archival Science (MA level)	Approx. 40	20	Res 75% DL 25%	Y	1	EURO 260

Further Comments / Explanation:

Training and Professional Development courses on offer very greatly from year to year. Contact the School website at URL:

www.hum.uva.nl/bai and click on for the latest information.

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Archiefschool

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Archiefschool - Netherlands Institute for archival education and research		2 Country: Netherlands
3 Full Address	Weesperzijde 190, NL 1097 DZ Amsterdam, the Netherlands		
4 Full Address	PO Box 1025, NL 1000 BA Amsterdam, the Netherlands		
5 Telephone:	(31)+(20)+(595 19 00)		
6 Facsimile:	(31)+(20)+(525 19 20)		
7 E-mail:	Info@archiefschool.nl		
8 Website:	http://www.archiefschool.nl/		
9 Persons Responsible:	a. For All Programs: A.M.J.L. Feryn Director	b. For Archives/Records Programs: J. Scheurkogel Course coordinator	c. For Student Information: M. de Haan Communication
<i>Email of above persons:</i>	a.m.j.l.feryn@archiefschool .nl	J.Scheurkogel@archiefschool.nl	m.de.haan@archiefschool.nl
10 Further Information:	None		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

<p>1 Background and general description of archives/ records program:</p>	<p>The Archiefschool was founded in 1919 as the National Archives School. Over the years two courses to enter the profession (levels A and B) were developed. Since 1995 those courses have been brought under Dutch regular higher-education-rule: Level B: cooperating with the Polytechnic of Amsterdam in the BA Information Management at the Media and Information Institute. Level A: cooperating with the University of Amsterdam in a university program, which will be – from 2002 onwards: BA Information Science and an MA in Archival Science at the Department of Media and Culture. Although formal conferring of titles is now at University and Polytechnic, the Archiefschool is still the very center of Dutch archival education:</p> <ul style="list-style-type: none"> - It coordinates the initial education at the levels mentioned above - Its lecturers take care of most of the archival education as associate lecturers in these institutions - It offers short term courses to those who work within the records continuum (permanent education) - It organizes its own archival research program - It actively participates in international research projects (like Interpares), education projects (like E-TERM) and of course ICA-programs <p>So, any enquiry on Dutch Archival education should start at the Archiefschool. In the following parts of the table data entered will concern generally the permanent education program (see Table IV). For initial education one has to look now at the tables for University of Amsterdam and/or Polytechnic of Amsterdam respectively</p>
<p>2 Academic/training year:</p>	<p>Month (start)_____Month (end)_____ Number__ of semesters/sessions containing number ___ of weeks each year</p>
<p>3 Language(s) of instruction:</p>	<p>Dutch</p>
<p>4 Credentials conferred:</p>	
<p>5 Teachers/ instructors in archives/records:</p>	<p>F/T: 7 senior lecturers P/T: approx. 15 associate lecturers</p>
<p>6 Student/ teacher ratio:</p>	<p>State number_____ of students for each F/T equivalent teacher</p>
<p>7 Areas of concentration or specialisation featured: if any</p>	

8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: NO Details: The permanent education program is developed in close cooperation with the professional field and is partly funded by the Dutch Ministry of Culture but has not received formal accreditation if only because in the Netherlands an accreditation system has not been established yet.
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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

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Further Comments / Explanation:

For details about the academic programs one is advised to look at the tables on the University of Amsterdam or the Polytechnic of Amsterdam.

For the permanent education program one should check the Archiefschool website (<http://www.archiefschool.nl>) for the most up to date information.

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Archival Assistant	100	20		N	1	1.395 EUR
2. Digital Archives	40	16		Y	2	1970 EUR
3. Appraisal modern style (level 1)	24	12		N	2	1736 EUR
4. Appraisal modern style (level 2)	36	18		N	2	1680 EUR

Further Comments / Explanation:

Because of its character, these courses are heavily profiting from the fact that participants are already working in the field; therefore, even if 'delivery mode' in this table could be RES 100% it will be clear that the hours of instruction are driven by in-situ-research.

Training and Professional Development courses on offer very greatly from year to year. Contact the School website at URL: <http://www.archiefschool.nl> and click on for the latest information.

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Polytechnic of Amsterdam

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	DPT: Media and Information Management Course: Information Manager Polytechnic of Amsterdam	2 Country: Netherlands	
3 Full Address	Weesperzijde 190 NL 1097 DZ Amsterdam The Netherlands		
4 Full Address	Weesperzijde 190 NL 1097 DZ Amsterdam The Netherlands		
5 Telephone:	(31)+(20)+(595 17 00)		
6 Facsimile:	(31)+(20)+(525 17 00)		
7 E-mail:	Voltijdinfo@mim.hva.nl		
8 Website:	http://www.mim.hva.nl		
9 Persons Responsible:	a. For All Programs: P. Van Gorsel Director	b. For Archives/Records Programs: J. Scheurkogel Course coordinator	c. For Student Information: M. de Haan Communication
<i>Email of above persons:</i>	p.c.van.gorsel@mim.hva.nl	J.Scheurkogel@archiefschool.nl	m.de.haan@archiefschool.nl
10 Further Information:	None		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	A study in Information management has existed in this Institution for decades. Through an agreement of cooperation with the Dutch Archives School it is possible since 1996 to specialize within this course as archivist, from 2002 this will lead to the title of BA Information manager – spec. archives/records
2 Academic/training year:	Month (start) <u>September</u> Month (end) <u>June</u> Number <u>4</u> of semesters/sessions containing number <u>10</u> of weeks each year
3 Language(s) of instruction:	Dutch
4 Credentials conferred:	BA Information Manager – specialisation: archives/records
5 Teachers/ instructors in archives/records:	F/T: 6 senior lecturers (for information management) P/T: 10 associate lecturers (for archives/records) 03 associate lecturers (for information management)
6 Student/ teacher ratio:	State number <u>20</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: YES Details: The archives/records programs have received accreditation from the Dutch Ministry of Culture

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
BA Information Management – Archives Records	Approx. 600 + Practical work + Thesis	26	RES 75 % DL 25%	High school	Domestic 1330 EUR /year

Further Comments / Explanation:

See comments at University of Amsterdam on instruction hours

Some subjects and/or programs may not be offered every year. Check the University of Amsterdam's website <http://www.hva.mim.nl> or <http://www.archiefschool.nl> for the most up to date information.

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Issues in Information and knowledge management	Approx. 50	30	RES 100	N	1	EURO 250
2. 'Digital Access'	Approx. 30	30	RES 100	N	1	EURO 250
3. Digital Preservation	Approx. 30	30	RES 100	N	1	EURO 250
4. Document Analysis	Approx. 30	30	RES 100	N	1	EURO 250

Further Comments / Explanation:

Education at the polytechnic is not organized according to disciplines but to competencies which the students have to show through solving a professional problem; therefore, the name in the table is only an indication of the matter the professional problem is about.

Training and Professional Development courses on offer very greatly from year to year. Contact the School website at URL: <http://www.mim.hva.nl> or <http://www.archiefschool.nl> and click on for the latest information.

Portugal

Universidade do Porto

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Faculdade de Letras Universidade do Porto		2 Country: Portugal
3 Full Address	Via Panorâmica, s/n Porto, Portugal		
4 Full Address	Faculdade de Letras da Universidade do Porto Via Panorâmica, s/n 4150-564 PORTO Portugal		
5 Telephone:	(351)+(226077100)		
6 Facsimile:	(351)+(226091610)		
7 E-mail:	dctp@letras.up.pt		
8 Website:	www.letras.up.pt		
9 Persons Responsible:	a. For All Programs: Dr. José Marques, Professor	b. For Archives/Records Programs: Dr. José Marques, Professor	c. For Student Information: Mrs. Fernanda Regalado, Post-graduation Section
<i>Email of above persons:</i>	dctp@letras.up.pt	dctp@letras.up.pt	flsa@letras.up.pt
10 Further Information:	<i>Guia do Departamento de Ciências e Técnicas do Património. Porto : Faculdade de Letras da Universidade do Porto, 2000. ISBN 972-9350-40-X</i>		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	The Curso de Especialização em Ciências Documentais was established in 1985. It aims the training of archivists and librarians/documentalists. It's a two years course: the first one is in common to all students and the second one has two separate groups (one of students which want to become archivists and another of those who want to be librarians/documentalists)
2 Academic/training year:	Month (start) <u>October</u> Month (end) <u>July</u> Number <u>4</u> of semesters containing number <u>32</u> of weeks
3 Language(s) of instruction:	Portuguese
4 Credentials conferred:	Curso de Especialização em Ciências Documentais (opção Arquivo) Curso de Especialização em Ciências Documentais (opção Biblioteca e Documentação)
5 Teachers/ instructors in archives/records:	F/T: 2 P/T: 2
6 Student/ teacher ratio: i.e. 15:1	State number <u>20</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: YES Details: When created the Course had to be approved by the Ministry of Education through a legal decree.

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Curso de Especialização em Ciências Documentais (opção Arquivo)	720	20	RES - 100%	Graduation in any area; Language proficiency	1.130 US\$

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

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Further Comments / Explanation:

None

Slovenia

University Of Ljubljana

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Department of History, Faculty Of Arts, University Of Ljubljana		2 Country: Slovenia
3 Full Address	Aškerčeva 2, Ljubljana		
4 Full Address	SI - 1000, Ljubljana		
5 Telephone:	(386)+(1)+(241 11 90)		
6 Facsimile:	(386)+(1)+(241 11 91)		
7 E-mail:	zgodovina@ff.uni-lj.si		
8 Website:	http://www.ff.uni-lj.si/Zgodovin/default.htm		
9 Persons Responsible:	a. For AI Programs: Dr. Rajko Bratož Professor	b. For Archives/Records Programs: Dr. Boris Golec, Assistant Professor, Docent	c. For Student Information: Mrs. Ljudmila Langerholc, department secretary
<i>Email of above persons:</i>	Rajko.bratoz@guest.arnes.si	bgolec@zrc-sazu.si	zgodovina@ff.uni-lj.si
10 Further Information:	Brochure: - Univerza v Ljubljani, Filozofska fakulteta, Oddelek za zgodovino, študijski program zgodovina, Ljubljana, 2001 - Univerza v Ljubljani, Filozofska fakulteta: Oddelek za zgodovino 1920-2000 ob osemdesetletnici, Ljubljana 2000		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	<p>The archival studies are a part of the faculty's program of History and not an independent study. For the diploma degree study it is a part of the history research program (non-pedagogical program) and it is also a facultative program. It was established in 1978 and had some changes 1985, when the chair was founded in the department of history. Some courses and seminars are organized in the cooperation with the central state archives (Archives of the Republic of Slovenia). Postgraduate study (MA and PhD) is organized in the history department, but it is more independent form the history postgraduate program.</p>
2 Academic/training year:	Month (start) <u>October</u> Month (end) <u>May</u> Number <u>2</u> of terms/semesters/sessions containing number <u>15</u> (30 both semesters) of weeks
3 Language(s) of instruction:	SLOVENE
4 Credentials conferred:	Bachelor of history (Diploma in History) Master of Archive Science PhD. (Doctor) of Archive Science
5 Teachers/ instructors in archives/records:	F/T: P/T: 1 professor (with the title assistant professor or docent) 1 external lecturer (practical seminar in the central state archives): director of the Archives of the Republic of Slovenia
6 Student/ teacher ratio:	State number <u>30</u>of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	-development and history of juridical and public administrative institution on the territory of Slovenia; methods of researching in archival institutions - historical manuscripts - records/archives management and keeping - types of records/archives material
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: No. Details:

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Archive Studies I.	60	1	RES DL	- High School - Language proficiency - Student of history or student of Art history	-----
2. Archive Studies II.	60 + 60	2	RES DL Seminar (in central state archives)	- High School - Language proficiency - Student of history or student of Art history	-----
3. Archive Studies Master's Program	-----	4	DL Individual study	- BA of history, human studies or public administration studies	1916 USD
4. Archive Studies PhD. Program	-----	-----	DL Individual study	- BA or MA of history, human studies or public administration studies	1834 USD

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Training course for new-comers (part of the apprenticeship and obliged for the professional exam)	32	20	INT (in the central state archives) DL	N	1	-----
2. Course of paleography	50	20	INT (in the central state archives)	N	1	-----
3. Records management for public administrators	12	20	INT (in the central state archives)	N	4	-----

Further Comments / Explanation:

Training on courses and seminars is organized by Archival Center for Professional Development at the Archives of the Republic of Slovenia, Zvezdarska 1, Ljubljana. For further information contact the web site of Archives: <http://sigov2.sigov.si/ars/> or e.mail: matevz.kosir@gov.si

Educational program is available in Slovene only (click on Izobraževanje). The presentation of Archives is available in English and German.

Spain

Universidad Carlos Iii De Madrid

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	UNIVERSIDAD CARLOS III DE MADRID. Instituto Pascual Madoz del Territorio Urbanismo y Medio Ambiente.		2 Country: Spain
3 Full Address	Universidad Carlos III de Madrid, Centro de Ampliación de Estudios, Master en Archivística, Edificio Luis Vives, despacho 11.36, C/Madrid, 126, 28903 Getafe, Madrid (Spain)		
4 Full Address	Universidad Carlos III de Madrid, Centro de Ampliación de Estudios, Master en Archivística, Edificio Luis Vives, despacho 11.36, C/Madrid, 126, 28903 Getafe, Madrid (Spain)		
5 Telephone:	(34)+(91)+(6245908)		
6 Facsimile:	(34)+(91)+(6249517)		
7 E-mail:	mar@ceaes.uc3m.es		
8 Website:	http://www.uc3m.es/archivistica		
9 Persons Responsible:	a. For All Programs: Ph.D. José Ramón Cruz Mundet. Proffesor on Archival Science	b. For Archives/Records Programs: Ph.D. José Ramón Cruz Mundet. Professor on Archival Science	c. For Student Information: Ana Belén Hormigos López
<i>Email of above persons:</i>	jrcmar@bib.uc3m.es	jrcmar@bib.uc3m.es	mar@ceaes.uc3m.es
10 Further Information:	http://www.uc3m.es/archivistica J.R. Cruz Mundet: La maîtrise en archivistique a l'Université Carlos III de Madrid: une nouvelle perspective de formation professionnelle, in INSAR, 8, 2000, p. 5 (also in English and German).		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	The Master's degree in Archives Administration at the University Carlos III de Madrid was found in the 2000 year and originated from a convergence of factors which revealed for us the advisability and value of such course. The factors can be summarized in two points: the deficiencies in training in the field of our science and market demand.
2 Academic/training year:	Month (start) <u>October</u> Month (end) <u>October</u> Number <u>3</u> of terms/semesters/sessions containing number <u>48</u> of weeks
3 Language(s) of instruction:	Spanish
4 Credentials conferred:	Master in Archives Administration
5 Teachers/ instructors in archives/records:	F/T: 0 P/T: 64
6 Student/ teacher ratio:	State number _____ of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Records Management and Archives Administration.
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: YES Details: The creation and maintenance of the program has been evaluated in a quality survey commission at the Academic Authorities and is exhaustively evaluated each year by the students by an external evaluation system from the Centro de Ampliación de Estudios.

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Foundations of Archives Administration	50	3	RES 100%	Licenciado (MA)	The global cost is: 3.910 euros.
2. Production and Interpretation of Documents.	80	3	RES 100%		
3. Records Management	90	5	RES 100%		
4. Archives Administration	120	5	RES 100%		
5. Information Technologies	100	5	RES 100%		
6. Theory, history and Functioning of Organisations.	120	4	RES 100%		
7. Practical Training	200		RES 100%		
8. Final dissertation	80		RES 100%		
9. Seminars	80	5	RES 100%		

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

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Further Comments / Explanation:

<http://www.uc3m.es/archivistica>

Sweden

Mid Sweden University

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Mid Sweden University Department of Information Technology and Media/Archival and Information Science		2 Country: Sweden
3 Full Address	Trädgårdsgatan 15 SE-871 88 HÄRNÖSAND		
4 Full Address	Mid Sweden University SE-871 88 HÄRNÖSAND		
5 Telephone:	(46)+(611)+(860 00)		
6 Facsimile:	(46)+(611)+(862 00)		
7 E-mail:	info@mh.se		
8 Website:	http://www.itm.mh.se/		
9 Persons Responsible:	a. For All Programs:	b. For Archives/Records Programs: Anneli Sundqvist, lecturer	c. For Student Information: Annelie Ersson, student guide
<i>Email of above persons:</i>		anneli.sundqvist@mh.se	annelie.ersson@mh.se
10 Further Information:			

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	Foundation year 1989
2 Academic/training year:	Month (start) <u>September</u> Month (end) <u>June</u> <u>2 terms/semesters/sessions containing 20 weeks</u>
3 Language(s) of instruction:	Swedish (English in case of foreign guest teachers)
4 Credentials conferred:	Bachelor or Master degree
5 Teachers/ instructors in archives/records:	F/T: 1 lecturer P/T: 1 senior lecturer, several associate lecturers and guest teachers
6 Student/ teacher ratio:	State number <u>30:1</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	General archives and records management (A program specialized in record management with concentration on electronic recordkeeping in modern organisations is planned.)
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: Yes Details: Quality assurance is performed within the normal procedures of Mid Sweden University and by audit from the National Agency for Higher Education.

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Archival and Information Science A	120	4	10 % INT 90 % DL	General eligibility for higher education	11 000
2. Archival and Information Science B	120	4	10 % INT 90 % DL	Archival and Information Science A	11 000
3. Archival and Information Science C	100	3	5 % INT 95 % DL	Archival and Information Science B	12 000
4. Archival and Information Science D	100	3	5 % INT 95 % DL	Archival and Information Science C	12 000
5. Records Management for Registrars	120	5	10 % INT 90 % DL	General eligibility for higher education	11 000

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

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Further Comments / Explanation: None

Switzerland

School of business administration Geneva

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Haute école de Gestion – Genève Département d'information et de documentation [School of business administration Geneva – Department on Information studies]		2 Country: Switzerland
3 Full Address	Campus de Battelle – Bâtiment F - 7, route de Drize – 1227 Geneva		
4 Full Address	Campus de Battelle – 7, route de Drize – 1227 Carouge - Switzerland		
5 Telephone:	(41)+(22)+(705 99 77)		
6 Facsimile:	(41)+(22)+(705 99 98)		
7 E-mail:	info.doc@heg.ge.ch		
8 Website:	http://www.geneve.ch/heg/welcome.html		
9 Persons Responsible:	a. For All Programs: Yolande Estermann Wiskott – Head of School	b. For Archives/Records Programs: Daniel Ducharme , UAS Professor	c. For Student Information: Danièle Fazan , Secretary
<i>Email of above persons:</i>	yolande.estermann@heg.ge.ch	daniel.ducharme@heg.ge.ch	daniele.fazan@heg.ge.ch
10 Further Information	See our website: http://www.geneve.ch/heg/welcome.html		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	The Library school of Geneva was founded in 1918. 1990 we expanded our curriculum and decided to offer an integrated program in information studies (librarianship – archival studies – information management) Fall 1998, the department of Information studies was integrated in the School of business administration of Geneva – University of applied sciences (UAS)
2 Academic/training year:	Month (start) <u>October</u> Month (end) <u>July</u> Number <u>6</u> of terms/semesters/sessions containing number <u>17</u> of weeks
3 Language(s) of instruction:	French (some courses are in German)
4 Credentials conferred:	Diplôme de spécialiste HES en information et en documentation (Diploma of UAS in information studies)
5 Teachers/ instructors in archives/records:	F/T: 1 professor P/T: 10 lecturers (full time professionals giving some courses)
6 Student/ teacher ratio:	State number <u>13:1</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: YES Details: in process. Accreditation by the Geneva “Département de l’instruction publique” and by the Swiss Government

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Diploma of UAS in Information studies (courses in archives and records management are part of the general program)	340 hours (archives/records courses)	11	100 % RES	- Maturité professionnelle - Maturité gymnasiale (+1 year work in information center)	\$ 650 /year

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Introduction to archival studies	32	50	RES 100%	Not at this time → in process	1	
2. Records management	64	25	RES 100%	Not at this time → in process	2	
3. Electronic archives	32	25	RES 100%	Not at this time	2	
4. Acquisition, evaluation and description	32	25	RES 100%	Not at this time	2	
5. Preservation and restoration	40	25	RES 100% - INT	Not at this time	2	
6. Managing archives: practical workshop	32	6	RES 100%	Not at this time	11	

Further Comments / Explanation: None

United Kingdom

University of Liverpool

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	University of Liverpool		2 Country: United Kingdom
3 Full Address	Centre for Archive Studies, School of History, 9 Abercromby Square, Liverpool, L69 7WZ		
4 Full Address			
5 Telephone:	(+44)+((0) 151)+(794 2390)		
6 Facsimile:	(+44)+((0) 151)+ (794 3153)		
7 E-mail:	Williamc@liv.ac.uk		
8 Website:	http://www.liverpool.ac.uk/lucas		
9 Persons Responsible:	a. For All Programs: Caroline Williams	b. For Archives/Records Programs: Caroline Williams Margaret Procter	c. For Student Information: Gill Wilson Mary Keaney
<i>Email of above persons:</i>	Williamc@liv.ac.uk	m.procter@liv.ac.uk	Gillw@liv.ac.uk mvkean@liv.ac.uk
10 Further Information:	See University of Liverpool site for undergraduate and postgraduate prospectus at http://www.liv.ac.uk/University/study_at_liverpool/UG/index.html See Liverpool University Centre for Archives Studies (LUCAS) programme details at http://www.liv.ac.uk/lucas/ Caroline Williams, Archival training at the University of Liverpool, <i>Journal of the Society of Archivists</i> . Vol 18 No 2 October 1997		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	Postgraduate Master of Archives and Records Management (1yr) Undergraduate Diploma/Certificate in Professional Studies: Archives and Records Management (1- 4 years) Undergraduate Diploma/Certificate in Professional Studies: Records and Information Management (1-4 years)
2 Academic/training year:	Month (start) <u>Sept</u> Month (end) <u>Sept</u> Number <u>3</u> of semesters/sessions containing number <u>12</u> of weeks each year
3 Language(s) of instruction:	English
4 Credentials conferred:	As above
5 Teachers/ instructors in archives/records:	F/T: 2 P/T: 0 but professional archivists are involved in some teaching areas
6 Student/ teacher ratio:	State number _____ of students for each F/T equivalent teacher 45:1
7 Areas of concentration or specialisation featured: if any	Recordkeeping as a holistic exercise, focusing on both management of current records (including electronic) and archives. Auxiliary teaching includes use of archives in history, the business environment, paleography and diplomatic and a 15,000 word dissertation
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: YES Details: The first 2 programmes accredited by the Society of Archivists every five years

III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Master of Archives & Records Management Postgraduate.	Total learning hours 1296 (108 hours per 15 credit module)	8 taught modules, plus dissertation (equivalent of 4 modules) (total 160 credits)	Contact taught in Liverpool	2:1 honors degree and substantial experience of working in a record keeping environment. Latin for medieval options.	\$4082 full programme (home student)
2. Diploma/Certificate in Professional Studies: Archives and Records Management Undergraduate Level 3	Total learning hours 864 (108 hours per 15 credit module)	4 core, 4 elective 15 credit modules (total 120 credits)	Distance education and study skills training	Employment in a record keeping environment at any level, line manager support.	\$ 437 per module (home students)
3. Diploma/Certificate in Professional Studies: Records and Information Management Undergraduate Level 3 In partnership with Northumbria University	Total learning hours 864 (108 hours per 15 credit module)	4 core 15 credit, 6 elective 10 credit modules Total learning hours 864 (108 hours per 15 credit module)	Distance education, study skills training and introductory contact taught day courses for each module.	Employment in a government records or information environment, at any level, line manager support.	\$ 655 core module \$ 437 elective module (home students)

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IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. No regular training courses. We have 3 training days a year for professionals and members of the public: eg Electronic Record keeping, Minority Community Archives, Family History and Computers, Writing Local History	1 day	30	Taught and interactive workshops	N	One –off only	Varies

Further Comments / Explanation: None

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University of Wales, Aberystwyth

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Department of Information and Library Studies, Faculty of Social Science, University of Wales, Aberystwyth		2 Country: United Kingdom
3 Full Address	Llanbadarn Fawr , CEREDIGION, United Kingdom		
4 Full Address	DILS, University of Wales, Aberystwyth, Llanbadarn Fawr, CEREDIGION, UK, SY23 3EG		
5 Telephone:	(+44) ((0) 1970)+(622188) or (622155)		
6 Facsimile:	(+44)((0) 1970)+(622190)		
7 E-mail:	dils@aber.ac.uk		
8 Website:	http://www.dil.aber.ac.uk/dils/Prospective_Students/Index.htm		
9 Persons Responsible:	a. For All Programs: Gwilym Huws, Head of Department	b. For Archives/Records Programs: Mary Ellis, Programme Leader Archives and Records Management	c. For Student Information: Mary Ellis
<i>Email of above persons:</i>	gwh@aber.ac.uk	mye@aber.ac.uk	mye@aber.ac.uk
10 Further Information:	Printed brochures are available from DILS and on the web site http://www.dil.aber.ac.uk/dils/Prospective_Students/Index.htm		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	Archival training has been provided by UW Aberystwyth since 1956. Responsibility for the archives course moved from the department of history to the department of information and library studies in 1993 but the archive course retains strong links with the department of history. In 1997 an MSc Econ in Records Management was introduced to run along side the archives course and in 1998 this course was made available by distance learning. The MSc Econ in Archive Administration was also launched in distance learning mode in April 2002.
2 Academic/training year:	Month (start) <u>September</u> Month (end) <u>June</u> 2 semesters containing 12 weeks (the course continues until September with the students completing the Master's dissertation from June to September) The MSc Econ by distance learning takes between 2 and 5 years to complete.
3 Language(s) of instruction:	English
4 Credentials conferred:	Diploma in Archive Administration, Diploma in Records Management MSc Econ in Archive Administration, MSc Econ in Records Management, Certificate in Records Management PhD
5 Teachers/ instructors in archives/records:	F/T: The courses are delivered by staff of the department of information and library studies, the department of history and the department of law, and by professional colleagues from the National Library of Wales and Ceredigion Archives P/T:
6 Student/ teacher ratio:	Not Appropriate
7 Areas of concentration or specialisation featured: if any	Archive policy (particularly in the UK), records management, palaeography and diplomatic, historical manuscripts
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: Yes Details: The archives administration and records management courses received accreditation from the Society of Archivists in March 2001.

III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1.Certificate in Records Management		3 modules	100% distance learning	Flexible	Information available from the Postgraduate Admissions Office http://www.aber.ac.uk/pga/web/cost.htm
2.Diploma/MSc Econ in Archive Administration		7 modules (for diploma) plus dissertation to gain MSc		Good honours degree and relevant practical experience. Candidates may also be considered under mature entry regulations	Information available from the Postgraduate Admissions Office http://www.aber.ac.uk/pga/web/cost.htm
3.Diploma/MSc Econ in Records Management		8 modules (for diploma) plus dissertation fo gain MSc		Good honours degree and relevant practical experience. Candidates may also be considered under mature entry regulations	Information available from the Postgraduate Admissions Office http://www.aber.ac.uk/pga/web/cost.htm
4. Diploma/MSc Econ in Archive Administration (by distance learning)		8 modules (for diploma) plus dissertation fo gain MSc	100% distance learning	Good honours degree and relevant practical experience. Candidates may also be considered under mature entry regulations	Information available from the Postgraduate Admissions Office http://www.aber.ac.uk/pga/web/cost.htm

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5. Diploma/MSc Econ in Records Management (by distance learning)		8 modules (for diploma) plus dissertation to gain MSc	100% distance learning	Good honours degree and relevant practical experience. Candidates may also be considered under mature entry regulations	Information available from the Postgraduate Admissions Office http://www.aber.ac.uk/pgs/web/cost.htm
6. PhD Archives and Records Management		Students undertake a structured programme of research training			Information available from the Postgraduate Admissions Office http://www.aber.ac.uk/pgs/web/cost.htm

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

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Further Comments / Explanation:

None

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University College London

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	School of Library, Archive and Information Studies, University College London	2 Country: United Kingdom	
3 Full Address	Henry Morley Building		
4 Full Address	University College London, Gower Street, London WC1E 6BT		
5 Telephone:	(0044)+(207)+(679 7204)		
6 Facsimile:	(0044)+(207)+(383 0557)		
7 E-mail:	o.manager@ucl.ac.uk		
8 Website:	http://www.ucl.ac.uk/SLAIS		
9 Persons Responsible:	a. For All Programs: Professor Susan Hockey	For Archives/Records Programs: Miss Elizabeth Shepherd	c. For Student Information: Miss Kerstin Michaels
<i>Email of above persons:</i>	s.hockey@ucl.ac.uk	e.shepherd@ucl.ac.uk	k.michaels@ucl.ac.uk
10 Further Information:	Print prospectus Web site: http://www.ucl.ac.uk/SLAIS D B Robinson, Post-graduate Courses in Archive Administration and Records Management in the UK and Ireland 1995: an overview <i>Journal of the Society of Archivists</i> 17:1 (1996) 73-84 E Shepherd, Partnerships in professional education: a study in archives and records management <i>Records Management Journal</i> 8: 3 (1998) 19-38		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	School was founded in 1919 to teach librarianship. Archive programme added in 1947. Presently provides a range of graduate programmes in library and information science, electronic communication and publishing, archives and records management and undergraduate BSc in Information Science. Taught graduate programmes offered as one year modular programmes from 2002. Strong history of international students, especially from British Commonwealth countries.
2 Academic/training year:	Month (start) <u>September</u> Month (end) <u>September</u> Number <u>3</u> of terms containing number <u>10-12</u> of weeks, plus research ,term <u>June to September</u>
3 Language(s) of instruction:	English
4 Credentials conferred	Certificate/Diploma/MA in Archives and Records Management Certificate/Diploma/MA in Records and Archives Management (International) MPhil/PhD in Archive Studies
5 Teachers/ instructors in archives/records:	F/T: (from 2002) Geoffrey Yeo, lecturer Elizabeth Danbury, senior lecturer P/T: Elizabeth Shepherd, lecturer (50%) Kate Peters, lecturer (50%, on leave 2002-03) Helen Forde, associate lecturer (10%)
6 Student/ teacher ratio:	State number <u>11:1</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Records management, management of digital records, descriptive standards and access to records, preservation, palaeography and diplomatic, professional education and development
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: yes Details: quinquennial accreditation by UK Society of Archivists (approved 2001) UK HE Quality Assurance Agency inspection (2001, score 22/24) UK HE Research Assessment Exercise (2001, score 4)

III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1.PhD in Archive Studies	N/a 3 years F/T study	Optional attendance at study skills and content courses	Individual supervision plus independent study and writing	Good first degree (BA, BSc) from a recognised university; successful transition from MPhil registration; English language test score	UK/EU US\$4110 International US\$14398
2.MPhil in Archive Studies	N/a 2 years F/T study	Optional attendance at study skills and content courses	Individual supervision plus independent study and writing	Good first degree (BA, BSc) from a recognised university; English language test score	UK/EU US\$4110 International US\$14398
3.MA in Archives and Records Management MA in Records and Archives Management (International)	300 hours face-to-face plus independent study and dissertation	8 modules (10 credits each) plus dissertation (40 credits)	F/T (1 year) or P/T (2-5 years)	Good first degree (BA, BSc) from a recognised university; English language test score; relevant work experience	UK/EU US\$4110 International US\$15072
4.Diploma in Archives and Records Management Diploma in Records and Archives Management (International)	300 hours face-to-face plus independent study	8 modules (10 credits each)	F/T (1 year) or P/T (2-5 years)	First degree (BA, BSc) from a recognised university; English language test score; relevant work experience	UK/EU US\$4110 International US\$15072

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5. Certificate in Archives and Records Management	150 hours face-to-face plus independent study	4 modules (10 credits each)	F/T (4 months) or P/T (2 years)	First degree (BA, BSc) from a recognised university; English language test score; relevant work experience	UK/EU US\$ 1370 International US\$ 5023
Certificate in Records and Archives Management (International)					

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1.E-Term summer school (European Training in Electronic Records Management)	25	20	F/T 1 week	N	1	US\$ 579
2.short courses in archives and records management; various topics	30 plus independent study	5	P/T over 1 term	Yes, if coursework submitted	1	US\$ 725 with a 10% discount for alumni

Further Comments / Explanation: None

Northumbria University

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	School of Information Studies, Northumbria University (from September 1 2002 the above School will become part fo the School of Informatics)		2 Country: United Kingdom
3 Full Address	Lipman Building, Newcastle upon Tyne, United Kingdom		
4 Full Address	Lipman Building, Newcastle upon Tyne, United Kingdom, NE1 8ST		
5 Telephone:	(44)+(191)+(227 4917)		
6 Facsimile:	(44)+(191)+(227 3671)		
7 E-mail:	il.admin@northumbria.ac.uk		
8 Website:	http://online.unn.ac.uk/faculties/art/information_studies/studying/welcome.htm		
9 Persons Responsible:	a. For All Programs: Professor Rita Marcella Head of School	b. For Archives/Records Programs: Catherine Hare Senior Lecturer	c. For Student Information: Dr Julie McLeod Senior Lecturer
<i>Email of above persons:</i>	Rita.marcella@unn.ac.uk	Catherine.hare@unn.ac.uk	Julie.mcleod@unn.ac.uk
10 Further Information:	<p>J. McLeod (SIS), C.Hare (SIS),The nature and role of assessment and feedback on the Masters in Records Management by DL at the University of Northumbria in Current Issues in Distance Learning Conference. Proceedings of a conference held at Loughborough University, 15-16 January 1998. Edited by W Wade & S Hunt, The Flexible Learning Unit, Loughborough University, 1999, pp121-131.</p> <p>Hare, C.E., King, L.A. & McLeod, J. Professional education for records management at the University of Northumbria at Newcastle. <u>ACARM (Association of Commonwealth Archivists and Records Managers) Newsletter</u>, 19, April 1997, p.27-29.</p> <p>Hare, C. and McLeod, J. Lifelong learning and empowerment. <u>New Library World</u>, 102 (10 (1169)), 2001, 387-396.</p>		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	From 1996 UK's first masters programme devoted exclusively to records management and delivered by distance learning following the initial development in 1993 of the campus-based Masters in Information and Records Management. The School also provides an Advanced Diploma in Lifelong Learning (LLA) (Records Management) developed initially for staff at the BBC and which has just enrolled its third cohort which operates alongside the National Vocational Qualifications Assessment centre offering Records NVQs. First and still the only UK school which teaches records management from the perspective of information rather than archives management. Also in partnership with Liverpool University Centre for Archive Studies to deliver an award to staff in Public Record Office and government departments
2 Academic/training year:	Month (start) <u>January</u> Month (end) <u>December</u> for RMDL but flexible for LLA Number <u>3</u> of terms/semesters/sessions containing number <u>varies</u> of weeks
3 Language(s) of instruction:	English
4 Credentials conferred:	Advanced Diploma in Lifelong Learning (LLA) (Records Management) MSc in Records Management by Distance Learning Doctor of Philosophy
5 Teachers/ instructors in archives/records:	F/T: 2 although teach in other areas e.g. Knowledge Management, Information Storage and Retrieval P/T:
6 Student/ teacher ratio:	State number <u>20</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Organisational recordkeeping in different contexts; electronic recordkeeping
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES: Details: RMDL accredited by Society of Archivists and approved by Records Management Society for Great Britain

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1.MSc Records Management by Distance Learning	1200 student hours + thesis	6	RES 25-50% DL 5-100%	BA/BSc or extensive high level experience in records management	Domestic 5260 Foreign 6720
2.Advanced Diploma Lifelong Learning (Records Management)	600 student hours	4	Face-to-face: 50-100% DL = 25-100%	Be working in records management in an organisation and high school normally	880 Domestic only at the moment
3.PhD in Records Management	3 years fulltime 5 years part time	disertation	Res 100% Res 20% & DL 80%	BA & Masters	Full time domestic 4100 per year Part time domestic - 1,044 per year Full time overseas 9780 per year

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IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1.Managing records effectively	16 i.e. 2 days	30	In workplace	N	As required	3000
2.Principles and tools for managing records	8 i.e. 1 day	16	Workshop	Y as part of Certificate/Diplom a in Professional Studies	2	365 for workshop only 590 for credit award
3.Information Storage and Retrieval for records management	8 i.e. 1 day	16	Workshop	Y as part of Certificate/Diplom a in Professional Studies	2	365 for workshop only 590 for credit award
4.Electronic recordkeeping	8 i.e. 1 day	16	Workshop	Y as part of Certificate/Diplom a in Professional Studies	2	365 for workshop only 590 for credit award
5.Records audits and retention scheduling	8 i.e. 1 day	16	Workshop	Y as part of Certificate/Diplom a in Professional Studies	2	365 for workshop only 590 for credit award
6.Information and Communication Technologies for Records Management	8 i.e. 1 day	16	Workshop	Y as part of Certificate/Diplom a in Professional Studies	2	365 for workshop only 590 for credit award

Further Comments / Explanation:

The School has developed a range of training courses to meet the needs of a variety of clients and in response to major developments e.g. impact of new legislation, development of ISO 15489.

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Society of Archivists

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Society of Archivists (SoA)	2 Country: United Kingdom	
3 Full Address			
4 Full Address	40 Northampton Road, London EC1R 0HB UK		
5 Telephone:	(+44)+(020 7278)+(8630)		
6 Facsimile:	(+44)+(020 7278) +(2107)		
7 E-mail:	societyofarchivists@archives.org.uk		
8 Website:	http://www.archives.org.uk/		
9 Persons Responsible:	a. For All Programs: Susan Bradshaw SoA Training Officer	b. For Archives/Records Programs:	c. For Student Information: SoA Careers Officer
<i>Email of above persons:</i>	Susan.bradshaw@archives.org.uk		societyofarchivists@archives.org.uk
10 Further Information	SoA Training Brochure produced twice yearly – July and December. Also training events listed on SoA website: www.archives.org.uk		

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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program	We do not provide Qualification courses
2 Academic/training year:	Month (start) _____ Month (end) _____ Number _____ of terms/semesters/sessions containing number _____ of weeks
3 Language(s) of instruction	English
4 Credentials conferred	Not applicable
5 Teachers/ instructors in archives/records:	F/T: Not applicable P/T:
6 Student/ teacher ratio:	State number _____ of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Not applicable
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: Details: Not applicable

III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

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IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

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Further Comments / Explanation:

One day training events on offer vary from year to year. A Certificate of Attendance is provided on completion of a course.

The SoA organises an Annual Conference once per year. Contact the SoA website www.archives.org.uk for latest information clicking on Training.

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the Archive-Skills Consultancy

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	The Archive-Skills Consultancy		2 Country: United Kingdom
3 Full Address	May Cottage, Fountayne Road, London N16 7EB, UK		
4 Full Address	May Cottage, Fountayne Road, London N16 7EB, UK		
5 Telephone:	(44)+(20)+(88068631)		
6 Facsimile:	(44)+(20)+(75026522)		
7 E-mail:	janet@archive-skills.com		
8 Website:	http://www.archive-skills.com/		
9 Persons Responsible:	a. For All Programs: Janet Foster and Margaret Crockett	b. For Archives/Records Programs: Janet Foster and Margaret Crockett	c. For Student Information: Janet Foster
<i>Email of above persons:</i>	janet@archive-skills.com margaret@archive-skills.com	janet@archive-skills.com margaret@archive-skills.com	janet@archive-skills.com
10 Further Information:	See website http://www.archive-skills.com/		

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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	Founded in 1992 to deliver training to people working as archivists without formal qualifications. Committed to delivering affordable in-service professional development training to all levels of archives and records management personnel. Core training is basic archive skills training, also introduction to archival description, description seminars for practising archivists, introduction to preservation management, introduction to records management, one day to one week courses on managing digital records. Deliver training to national archives. Deliver in-house training to companies and organisations
2 Academic/training year:	Month (start) _____ Month (end) _____ Number _____ of terms/semesters/sessions containing number _____ of weeks Not applicable – we aren't an academic institution
3 Language(s) of instruction:	English
4 Credentials conferred:	Certificates of attendance
5 Teachers/ instructors in archives/records:	F/T: P/T: 2
6 Student/ teacher ratio:	State number <u>10</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Managing digital records, records management, audits and surveys, preservation management, networking
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: Details: NO

III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

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IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1.basic archive skills training	6	25	Presentations and workshops	None	5 or 6	\$160
2.introduction to archival description	6	25	Presentations and workshops	None	1	\$180
3.description seminar	6	25	Presentations and workshops	None	1	\$180
4.introduction to preservation management	6	15	Presentations and workshops	None	1	\$180
5.introduction to records management	6	15	Presentations and workshops	None	2	\$180
6.managing digital records	6	25	Presentations and workshops	None	2	\$180

Further Comments / Explanation:

We are primarily a training partnership and operate commercially.

North America

Canada

Université de Montréal

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	École de bibliothéconomie et des sciences de l'information, Université de Montréal		2 Country: Canada
3 Full Address	3150 Jean-Brillant, Montréal, Québec, Canada H3T 1N8		
4 Full Address	C.P. 6128 Succursale Centre-ville, Montréal, Québec, Canada H3C 3J7		
5 Telephone:	(1)+(514)+(343-6044)		
6 Facsimile:	(1)+(514)+(343-5753)		
7 E-mail:	Ebsiinfo@ebsi.umontreal.ca		
8 Website:	http://www.fas.umontreal.ca/EBSI/		
9 Persons Responsible:	a. For All Programs: Carol Couture	b. For Archives/Records Programs: Carol Couture	c. For Student Information: Diane Mayer
<i>Email of above persons:</i>	Carol.couture@umontreal.ca	Carol.couture@umontreal.ca	Diane.mayer@umontreal.ca
10 Further Information:	<p>ARES, Florence, Louise Gagnon-Arguin. L'archiviste à l'École de bibliothéconomie et des sciences de l'information. <i>Argus</i>, 16(1), mars 87, p. 9-11.</p> <p>ARES, Florence. Le stage dans la formation universitaire. <i>Archives</i>, Vol. 20, no 3, hiver 89, p. 53-60.</p> <p>COUTURE, Carol. Université de Montréal; la formation en archivistique: philosophie et développement. <i>Archives</i>, Vol. 20, no 3, hiver 89, p. 3-11.</p> <p>COUTURE, Carol. Training programmes in records management at the School of Librarianship and Information Sciences of the University of Montréal. <i>Records Management Journal</i>, Vol. 1 (3), Autumn 89, p. 97-112.</p>		

	COUTURE, Carol. La formation en archivistique à l'École de bibliothéconomie et des sciences de l'information de l'Université de Montréal. <i>Archivaria</i> , (29), hiver 89-90, p. 88-103.
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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	The school of library and information science offers since 1983 a program in archival science based upon the archives continuum management concept. The master program has a new curriculum since 1998 and the certificate is actually under review. The Ph. D exists since 1997.
2 Academic/training year:	Month (start) <u>09</u> Month (end) <u>04</u> Number <u>2</u> of terms/semesters/sessions containing number <u>15</u> of weeks
3 Language(s) of instruction:	French
4 Credentials conferred:	Certificate in archival science Master in information science, concentration archival science Ph D in information science
5 Teachers/ instructors in archives/records:	F/T: 2 (1 full professor; 1 associate professor) P/T: 1 (honorary) + 10 lecturer
6 Student/ teacher ratio:	State number <u>30</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES Details: Master is accredited by American Library Association

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1.Certificate in archival science	450	9 + internship	RES=100%	College	1500 US\$
2.Master in information science, concentration in archival science	840	17 + internship	RES=100%	BA	3,000 US\$
3.Ph. D.	225 + thesis	5 + thesis	RES=100%	Master	4,500 US\$

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1.Retention schedule and Electronic records	7	25	RES=100%	No	2	122 US\$

Further Comments / Explanation:

None

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University of British Columbia

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Archival Studies Program, School of Library, Archival and Information Studies, University of British Columbia		2 Country: Canada
3 Full Address	SLAIS-UBC, Main Library, Rm 831, 1956 Main Mall, Vancouver, British Columbia, CANADA V6T 1Z1		
4 Full Address	Same as (3) above.		
5 Telephone:	(01)+(604)+(822-2404)		
6 Facsimile:	(01)+(604)+(822-6006)		
7 E-mail:	slais@interchange.ubc.ca		
8 Website:	http://www.slais.ubc.ca		
9 Persons Responsible:	For All Programs: Dr. Ken Haycock Director, School of Library, Archival and Information Studies	For Archives/Records Programs: Dr. Luciana Duranti Chair, Archival Studies Program	For Student Information: Ms Rita Amezcua Admissions Secretary
<i>Email of above persons:</i>	ken.haycock@ubc.ca	luciana@interchange.ubc.ca	slaisad@interchange.ubc.ca
10 Further Information:			

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	The two-year Master of Archival Studies program was inaugurated in 1981 and was the first graduate program in archival studies in North America. The program is situated in the School of Library, Archival, and Information Studies and is subject to the academic policies of the Faculty of Graduate Studies. In 1998, the School introduced a three-year joint MAS/MLIS program, which enables students to obtain both a Master of Archival Studies degree and a Master of Library and Information Science degree. Commencing in September 2003, the School will offer a PhD program in Library, Archival and Information Studies.
2 Academic/training year:	Month (start) <u>September</u> Month (end) <u>April</u> Number <u>2</u> of terms/semesters/sessions containing number <u>13</u> of weeks
3 Language(s) of instruction:	English
4 Credentials conferred:	Master of Archival Studies degree Joint Master of Archival Studies/Master of Library and Information Studies degree Certificate of Advanced Study Doctor of Philosophy (commencing in September 2003)
5 Teachers/ instructors in archives/records:	F/T: 3 P/T: 5
6 Student/ teacher ratio:	State number 20 of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Management of electronic records
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: No. Details:

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Master of Archival Studies	624	16	RES 100%	B.A. (Honours) + language proficiency	Domestic: 1792.00 Foreign: 4714.00
2. Joint Master of Archival Studies/Master of Library and Information Studies	1053	27	RES 100%	B.A. (Honours) + language proficiency	Domestic: 1792.00 Foreign: 4714.00
3. Certificate of Advanced Study	312	8	RES 100%	Master of Archival Studies degree or equivalent + professional experience + language proficiency	Domestic: 1739.00 Foreign: 4714.00
4. Ph.D in Library, Archival and Information Studies (archival stream)	351 + dissertation	4 six-credit courses + 1 three-credit course + dissertation	RES 100%	Master of Archival Studies or equivalent + language proficiency	Domestic: 1739.00 Foreign: 4714.00

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

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Further Comments / Explanation:

None

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University of Toronto

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Faculty of Information Studies, University of Toronto		2 Country: Canada
3 Full Address	140 St. George Street		
4 Full Address	Toronto, Ontario, Canada, M5S 3G6		
5 Telephone:	(1)+(416)+(978-3234)		
6 Facsimile:	(1)+(416)+(971-1399)		
7 E-mail:	inquire@fis.utoronto.ca		
8 Website:	www.fis.utoronto.ca		
9 Persons Responsible:	a. For All Programs: Lynne Howarth, Dean	b. For Archives/Records Programs: Barbara Craig, Associate professor	c. For Student Information: Pam Hawes, Registrar
<i>Email of above persons:</i>	Howarth@fis.utoronto.ca	craig@fis.utoronto.ca	Hawes@fis.utoronto.ca
10 Further Information:			

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	Foundation year—1995 Mission: to provide excellent archival education based on an understanding of the theory , practice underlying records generation, organization & use.
2 Academic/training year:	Month (start) <u>September</u> Month (end) <u>April</u> Number <u>4</u> of terms/semesters/sessions containing number <u>13</u> of weeks
3 Language(s) of instruction:	English
4 Credentials conferred:	Masters of information studies
5 Teachers/ instructors in archives/records:	F/T: professors—4 Associate--5 Assistant--4 P/T: numerous—varies from year to year
6 Student/ teacher ratio:	State number _____ of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	History & recordkeeping Archive description
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: Details: ALA accreditation

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1.master of information studies	268	14	Seminal &lecture	BA with B average	\$4225 domestic student
2.doctor of philosophy			Reading course	B+ average in masters program	\$3460 domestic student
3.diploma of advance study	104	8	Seminal &lecture	Information Studies & Related Courses	\$4225 domestic student

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1.1330 archives &issues	39	35	Seminar and discussion	Y	1	\$650
2.1331 Arrangement & description	39	30	Seminar and lecture	Y	1	\$650
3.1332 archives program	39	30	Seminar and discussion	Y	1	\$650
4. Rare Books & manuscripts	39	35	Lecture and seminar	Y	1	\$650
5.records management	39	35	Lecture and seminar	Y	1	\$650
6.electronic record management	39	35	Lecture and seminar	Y	1	\$650

Further Comments / Explanation: None

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University of Western Ontario

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Faculty of Information and Media Studies University of Western Ontario		2 Country: Canada
3 Full Address	240 Middlesex College, Lodon, Ontario, Canada		
4 Full Address	N6A 5B7		
5 Telephone:	(1)+(519)+(661-2111)		
6 Facsimile:	(1)+(519)+(661-3506)		
7 E-mail:			
8 Website:	http://www.fims.uwo.ca		
9 Persons Responsible:	a. For All Programs: Gloria Leckie Associate Dean	b. For Archives/Records Programs: Gloria Leckie Associate Dean	c. For Student Information: Gloria Leckie Associate Dean
<i>Email of above persons:</i>	leckie@uwo.ca	leckie@uwo.ca	leckie@uwo.ca
10 Further Information:			

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	Generalist LIS Program, no specialization
2 Academic/training year:	Month (start) _____ Month (end) _____ (intake 3 terms) Number <u>3</u> of terms/semesters/sessions containing number <u>14</u> of weeks
3 Language(s) of instruction:	English
4 Credentials conferred:	MLIS (Masters of Library and Information Science)
5 Teachers/ instructors in archives/records:	F/T: 0 P/T: 2 lecturers
6 Student/ teacher ratio: <i>i.e.</i> 15:1	State number _____ of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	None
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: yes Details: ALA Accredited

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Further Comments / Explanation:

Please note that elective courses are included in our Masters of Library and Information Science Program (see over) –no specialization.

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Introduction to Archives Administration	42	25	Res 100%	yes	2	
2. Archival Reference Services and Outreach	42	25	Res 100%	yes	1	
3. Records Management	42	25	Res 100%	yes	1	

Further Comments / Explanation:

Please note: the above are elective courses in our Masters of Library and Information Science Program (MLIS).

USA

University of California Los Angeles

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Department of Information Studies, University of California Los Angeles		2 Country: USA
3 Full Address	GSE&IS Building, 300 Young Drive North, Box 951520		
4 Full Address	Los Angeles, CA 90095-1520		
5 Telephone:	(001)+(310)+(825-5269)		
6 Facsimile:	(001)+(310)+(206-4460)		
7 E-mail:			
8 Website:	http://is.gseis.ucla.edu/		
9 Persons Responsible:	d. For All Programs: Susan Abler, Student Services Officer	e. For Archives/Records Programs: Anne Gilliland-Swetland, Associate Professor	f. For Student Information: Susan Abler, Student Services Officer
<i>Email of above persons:</i>	Abler@gseis.ucla.edu	Swetland@ucla.edu	Abler@gseis.ucla.edu
10 Further Information:	Gilliland-Swetland, Anne J. "Archival Research: A 'New' Issue for Graduate Education" <i>American Archivist</i> 63 (2) 2000: 258-270.		

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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	
2 Academic/training year:	Month (start) _____ Month (end) _____ Number _____ of terms/semesters/sessions containing number _____ of weeks
3 Language(s) of instruction:	
4 Credentials conferred:	
5 Teachers/ instructors in archives/records:	F/T: P/T:
6 Student/ teacher ratio:	State number _____ of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: Details:

III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

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IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

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Further Comments / Explanation:

None

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University of Michigan

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	University of Michigan, School of Information		2 Country: USA
3 Full Address	550 East University, 304 West Hall, Ann Arbor, MI 49109-1092		
4 Full Address	University of Michigan, School of Information, 550 East University, 304 West Hall, Ann Arbor, MI 49109-1092		
5 Telephone:	(1)+(734)+(763-2285)		
6 Facsimile:	(1)+(734)+(764-2475)		
7 E-mail:	yakel@umich.edu		
8 Website:	http://www.si.umich.edu/academics/arm.htm		
9 Persons Responsible:	a. For All Programs: Dr. John L. King, Dean, School of Information	b. For Archives/Records Programs: Dr. Margaret Hedstrom, Coordinator Archives and Records Management (ARM) specialization	c. For Student Information: Judy Lawson, Director, Academic and Career Services
<i>Email of above persons:</i>	jlking@umich.edu	hedstrom@umich.edu	jmlawson@umich.edu
10 Further Information:	School of Information homepage: http://www.si.umich.edu/		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	<p>The School of Information (SI) offers an integrated, multi-disciplinary degree (Master of Science in Information) with an optional specialization in Archives and Records Management. Distinguishing features of our program include breadth (we offer seven courses in ARM), emphasis on modern records and modern technology (electronic records management, digitization, and on-line access systems), and the mixture of classroom instruction with practical engagement. Three full-time faculty are engaged in research in digital preservation, electronic records policy and management, recordkeeping practices, user needs, and access systems. The program requires a minimum of six practical engagement credits acquired through internships, directed field experiences, and workshops. Students can gain practical experience at the Bentley Historical Library, other archival programs on campus, and with corporations, government agencies, and non-for-profit institutions in the region, across the U.S., and abroad. The archives program began in 1978.</p>
2 Academic/training year:	Month (start) <u>September</u> Month (end) <u>April</u> Number <u>2</u> of terms/semesters/sessions containing number <u>14</u> of weeks
3 Language(s) of instruction:	English
4 Credentials conferred	Master of Science of Information (MSI) – Archives and Records Management Doctor of Philosophy – Information (Ph.D.)
5 Teachers/ instructors in archives/records:	F/T: 3 (Associate Professor – 1; Assistant Professors – 2) P/T: 3 (Full professor – 1; Lecturers – 2)
6 Student/ teacher ratio:	State number <u>10:1</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Electronic recordkeeping; Digital preservation

8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: Yes Details: The School of Information is accredited by the American Library Association (ALA). The Archives and Records Management specialization conforms to the 2002 Society of American Archivists, <i>Guidelines for a Graduate Program in Archival Studies</i> .
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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Master of Science of Information (MSI) – Archives and Records Management	48	16	Res: 83% Practical Experience (off site): 12% INT: 5%	All applicants: Bachelor's degree (B.A. or B.S.); Graduate Record Examination (GRE); International Applicants: TOEFL	Michigan Resident: \$11,338 Non-Michigan Resident: \$22,978
2. Doctor of Philosophy	36* (This number includes mandatory coursework only; this excludes dissertation credits)	12	Res: 100%	All applicants: Bachelor's degree (B.A. or B.S.); Graduate Record Examination (GRE); International Applicants: TOEFL	Michigan Resident: \$11,338 Non-Michigan Resident: \$22,978

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Understanding Records and Archives	42	40	Lecture	Yes	1	Michigan Resident: \$2,000 Non-Michigan Resident: \$4,000
2. Electronic Records	42	40	Lecture	Yes	1	Michigan Resident: \$2,000 Non-Michigan Resident: \$4,000
3. Access Systems for Archives	42	25	Lecture / Discussion	Yes	1	Michigan Resident: \$2,000 Non-Michigan Resident: \$4,000
4. Archives Appraisal	42	25	Lecture / Discusssion	Yes	1	Michigan Resident: \$2,000 Non-Michigan Resident: \$4,000
5. Seminar in the Administration of Archives	42	15	Discussion: Topic varies from year to year	Yes	1	Michigan Resident: \$2,000 Non-Michigan Resident: \$4,000
6. Preserving Information	42	40	Lecture / Discussion	Yes	1	Michigan Resident: \$2,000 Non-Michigan Resident: \$4,000

Further Comments / Explanation: An additional course is a Practicum in archival practice. The University of Michigan Program also requires 6 credits or 240 hours of Practical Engagement in the field over the 2-year course of study.

Oceania

Australia

Curtin University of Technology

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Information Studies, School of Media & Information, Curtin University of Technology		2 Country: Australia
3 Full Address	Western Australia, Australia		
4 Full Address	GPO Box U1987, Perth, Western Australia, Australia. 6845		
5 Telephone:	(61)+(8)+(9266 7215) or (61)+(8)+(9266 7331)		
6 Facsimile:	(61)+(8)+(9266 3152) or (61)+(8)+(9266 2605)		
7 E-mail:	Smi-enquiries@curtin.edu.au or international@curtin.edu.au		
8 Website:	http://smi.curtin.edu.au		
9 Persons Responsible:	a. Undergraduate Programs: Christine Richardson, Undergraduate Coordinator b. Graduate Programs: Margaret Pember, Graduate Coordinator	b. For Archives/Records Programs: Margaret Pember	c. For Student Information: Student Officer
<i>Email of above persons:</i>	christine.richardson@curtin.edu.au m.pember@curtin.edu.au	m.pember@curtin.edu.au	smi-enquiries@curtin.edu.au
10 Further Information:	Pember, M. (1998). The rise of the 'new age' records management professional: Records management education and training in Australia. <i>Records Management Journal</i> , 8(3): 63-76. Pember, M. (2001). Do you really need a degree? Preliminary report into a decade of recordkeeping education at Curtin University. In <i>Convergence, Proceedings of the Joint National Conference of the Australian Society of Archivists and the Records Management Association of Australia</i> . Hobart: ASA & RMAA. Pp. 229-242.		

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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

<p>1 Background and general description of archives/ records program:</p>	<p>Bachelor of Arts, Librarianship and Corporate Information Management (course code 303780 – major 303575) – designed to provide graduates with professional skills in librarianship and corporate information management (records management and archives). Students will develop a sound understanding of the theoretical foundations of information creation and management, especially in a technological environment, and then learn in detail about the processes and materials with which they will work professionally to meet the needs of clients, industry groups and organizations. Students will undertake practicum placements in key areas of study. Graduates will be able to pursue a professional career specifically in librarianship, records and archives management. The degree is to be assessed for professional recognition by the Australian Library and Information Association, the Australian Society of Archivists, and the Records Management Association of Australia. (Accreditation has already been given for the degrees which were previously offered in these fields at Curtin). The course combines professional outcomes, scholarly creativity, technological skills and intellectually demanding academic study. The course is made up of 24 units of which fourteen are devoted to Information Studies. In addition to this major area of study, students will undertake six core units in media, communication and information and choose a complementary minor study (four units).</p> <p>Graduate Diploma in Records Management and Archives (course code 187306) – designed to provide students with an understanding of the processes of information handling and use within an organisation, and an acquisition of the fundamental principles and concepts of records management and archives, and their application to professional practice. A period of practicum placement is a component of the course. The course consists of 8 units over 2 semesters (1 year).</p> <p>Master of Information Management (course code 194304) Students with a Graduate Diploma in Records Management and Archives can upgrade their qualification to a Master by coursework degree. This upgrade consists of a further 4 units of study in the area (an additional semester). Students with an undergraduate degree may enrol directly in the Masters of Information Management.</p>
<p>2 Academic/training year:</p>	<p>Month (start) <u>February</u> – Month (end) <u>November</u> Number <u>2</u> of terms/semesters/sessions containing number <u>18</u> of weeks Students may also enroll in July for a Semester 2 intake.</p>
<p>3 Language(s) of instruction:</p>	<p>English</p>

4 Credentials conferred	<ul style="list-style-type: none"> • Bachelor of Arts, Librarianship and Corporate Information Management (course code 303780 – major 303575) • Graduate Diploma in Records Management and Archives (course code 187306) • Master of Information Management (course code 194304) • Masters by research and Ph.D programs also available
5 Teachers/ instructors in archives/records:	<p>F/T: Associate Professor: 1 Senior Lecturer: 1 Lecturer: 5</p> <p>P/T: 2</p>
6 Student/ teacher ratio:	State number <u>20</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	<p>Records management Archives Electronic recordkeeping Electronic Document Management Knowledge Management</p>
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	<p>State YES</p> <p>Details: Undergraduate and graduate diplomas degrees to be assessed for professional recognition by the Australian Library and Information Association, the Australian Society of Archivists, and the Records Management Association of Australia. (Accreditation has already been given for the degrees which were previously offered in these fields at Curtin).</p>

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Bachelor of Arts, Librarianship and Corporate Information Management (course code 303780 – major 303575)	1008	24 (600 credits)	Predominantly internal on-campus lecture and tutorial mode of delivery; all units also available externally or via the web. Full-time 3 years (6 semesters), equivalent part-time.	Usual normal entry requirements for Australian universities	\$2000
2. Graduate Diploma in Records Management and Archives (course code 187306)	336	8 (200 credits)	Predominantly internal on-campus lecture and tutorial mode of delivery; all units also available externally or via the web. Full-time 1 year (2 semesters), or equivalent part-time.	Undergraduate degree in any discipline.	\$4,000
3. Master of Information Management (course code 194304)	504	12 (300 credits)	Predominantly internal on-campus lecture and tutorial mode of delivery; all units also available externally or via the web. Full-time 1.5 years (3 semesters), or equivalent part-time.	Undergraduate degree in any discipline (or upgrade from Graduate Diploma).	\$6,000

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Not applicable at this time

Further Comments / Explanation: None

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Edith Cowan University

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	School of Computer and Information Science Edith Cowan University		2 Country: Australia
3 Full Address	2 Bradford Street, Mt Lawley, Western Australia , Australia 6050		
4 Full Address	2 Bradford Street, Mt Lawley, Western Australia, Australia 6050		
5 Telephone:	(61)+(8)+(9370 6296)		
6 Facsimile:	(61)+(8)+(9370 6100)		
7 E-mail:	k.anderson@cowan.edu.au		
8 Website:	http://www.scis.ecu.edu.au/		
9 Persons Responsible:	a. For All Programs: Professor Tony Watson Head of School	b. For Archives/Records Programs: Dr Karen Anderson Coordinator, Archives and Records Program	c. For Student Information: Natacha Suttor Student Support Officer
<i>Email of above persons:</i>	a.watson@ecu.edu.au	k.anderson@cowan.edu.au	n.suttor@ecu.edu.au
10 Further Information:	Anderson, K., Brogan, M. & Pederson, A. (1999) At a distance: perspectives on recordkeeping education. <i>Place, interface and cyberspace: archives at the edge 1998 Conference Proceedings</i> , Australian Society of Archivists, Inc. Fremantle, 1998. Anderson, K. (1995). Distance learning: a new approach to archival education. <i>Archives and manuscripts: the journal of the Australian Society of Archivists</i> , 23 (1), 48-59. Edith Cowan University. School of Computer and Information Science Courses http://www.scis.ecu.edu.au/courses/index.asp		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	<p>The Graduate Diploma, the first fully distance education course in archives and records management commenced in 1994, followed by the Records Management Minor in 1996, an undergraduate program available with any undergraduate major course of study. The Master of Information Services, a three-semester professional coursework master degree commenced in 2000.</p> <p>for managers who need an understanding of the theory and practice of records management. It is intended for students who want an introduction to industry best practice, knowledge and skills underlying the management of corporate and societal memory contained in records and documents.</p>
2 Academic/training year:	Month (start) <u>February</u> Month (end) <u>November</u> Number <u>2</u> semesters containing number <u>17</u> of weeks
3 Language(s) of instruction:	English
4 Credentials conferred:	<ol style="list-style-type: none"> 1) Records Management Minor 2) Executive Certificate in Records Management 3) Graduate Certificate of Information Services (Archives and Records Stream) 4) Graduate Diploma of Science (Information Services) Archives and Records Stream; 5) Master of Information Services (Archives and Records Stream)
5 Teachers/ instructors in archives/records:	F/T: 2 Lecturers P/T: 0
6 Student/ teacher ratio:	State number <u>22</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Electronic Recordkeeping
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: YES Details: Courses recognised by Australian Society of Archivists, Inc: 1) Graduate Diploma of Science (Information Services) Archives and Records Stream; 2) Records Management Minor Records Management Association of Australia: 1) Graduate Diploma of Science (Information Services) Archives and Records Stream; 2) Records Management Minor

III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Records Management Minor (Course code: MIRMGT)	270 hours (90 credit points)	6	Online distance education via WWW 100%. Students MUST have access to a computer capable of accessing the internet	Tertiary Entrance examination & language proficiency	\$700 (Australian residents)
2. Executive Certificate in Records Management (Course code: 866)	180 hours (60 credit points)	4	Online distance education via WWW 100%. Students MUST have access to a computer capable of accessing the internet	High school + 2 years' work experience in recordkeeping	\$2000 (Australian residents) \$2200 (non-Australian residents students)
3. Graduate Certificate of Information Services (Archives and Records Stream) (Course code: P44/F21)	180 hours (60 credit points)	4	Online distance education via WWW 100%. Students MUST have access to a computer capable of accessing the internet	3-year undergraduate degree in a discipline other than archives and records & language proficiency	\$2000 (Australian residents) \$2200 (non-Australian residents students)
4. Graduate Diploma of Science (Information Services) Archives and Records Stream (Course Code: P45/D37)	360 hours (120 credit points)	8	Online distance education via WWW 100%. Students MUST have access to a computer capable of accessing the internet	3-year undergraduate degree in a discipline other than archives and records & language proficiency	\$4000 (Australian residents) \$4500 (non-Australian residents students)

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5. Master of Information Services (Archives and Records Stream) (coursework) (Course Code: Q44 /H46)	450 hours (180 credit points)	11	Online distance education via WWW 100%. Students MUST have access to a computer capable of accessing the internet	3-year undergraduate degree in a discipline other than archives and records & language proficiency	\$ (Australian residents) \$ (non- Australian residents students)
6. Doctor of Philosophy (Information Science (Course Code L11)	Thesis (540 credit points)		Residential (100%)	Undergraduate degree with 2A Honours or better, or a relevant Master degree which has a substantial research component	

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

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Further Comments / Explanation:None

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Monash University

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	School of Information Management and Systems, Faculty of Information Technology, Monash University	2 Country: Australia	
3 Full Address	Level 7, 26 Sir John Monash Drive, Caulfield East, Victoria, Australia, 3145		
4 Full Address	PO Box 197, Caulfield East, Victoria, Australia, 3145		
5 Telephone:	(+61)+(03)+(9903 2208)		
6 Facsimile:	(+61)+(03)+(9903 2005)		
7 E-mail:	info@simmons.monash.edu.au		
8 Website:	www.sims.monash.edu.au		
9 Persons Responsible:	For All Programs: Ms June Anderson Director of Graduate Studies	For Archives/Records Programs: Professor Sue McKemmish Head of School	For Student Information: Ms Rebecca Bond Administration Assistant
<i>Email of above persons:</i>	june.anderson@simmons.monash.edu.au	sue.mckemmish@simmons.monash.edu.au	rebecca.bond@simmons.monash.edu.au
10 Further Information:	Monash University (VIC) (2002) Handbook		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	Monash University's records program was established in 1990 within the Graduate School of Librarianship which was established in 1975. The primary concerns of the program include looking at methods of analysis which enable records to be controlled at different points in time throughout their lifespan. This includes the way records are represented, used, retrieved and disseminated. The program also looks at how continuum models apply to information management and data archiving.
2 Academic/training year:	Month (start) <u>Mar</u> Month (end) <u>November</u> Number <u>2</u> of terms/semesters/sessions containing number <u>14-15</u> of weeks
3 Language(s) of instruction:	English
4 Credentials conferred:	Graduate Diploma in Information Management and Systems Graduate Certificate in Information Management and Systems Masters of Information Management and Systems Masters of Information Management and Systems (Honours) Ph. D Master of Information Technology (Minor Thesis)
5 Teachers/ instructors in archives/records:	F/T: Prof. 1 SL 1 and L 1 (but they also teach into other units also) P/T: SL 0.6 and L 0.6
6 Student/ teacher ratio:	State number 15:1 f students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Records Continuum Electronic Recordkeeping Archiving in the context of e-business and e-governance
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: yes Details: Accredited by the Australian Society of Archivists and Records Management Association of Australia

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Graduate Diploma in Information management and Systems	234hrs	8 units	Residential= 0-100% DE/OCDL= 0-100%	Bachelor's degree or equivalent (special entry for Professionals considered)	Domestic: \$7386 Foreign: \$9332.43
2. Master of Information management and Systems	338hrs	12 units	As Above	As Above	Domestic: \$11079.02 Foreign: \$3999.33

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

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Further Comments / Explanation:

None

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University of New South Wales

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	School of Information Systems, Technology and Management The Faculty of Commerce and Economics The University of New South Wales	2 Country: Australia	
2 Full Address	Quadrangle Building - Level 2, High Street, Kensington, New South Wales, Australia		
3 Full Address	The University of NSW, UNSW Sydney, NSW, Australia 2052		
4 Telephone:	(61)+(2)+(9385- 5283)		
5 Facsimile:	(61) + (2) +(9662-4061)		
6 E-mail:	sistm@unsw.edu.au		
7 Website:	http://sistm.web.unsw.edu.au		
8 Persons Responsible:	a. For All Programs: Dr. Graham Low, Professor & Head of School	b. For Archives/Records Programs: Dr. Connie Wilson, Associate Professor	c. For Student Inquiries: Ms. Patricia Hartley School Secretary
<i>Email of above persons:</i>	g.low@unsw.edu.au	c.wilson@unsw.edu.au	p.hartley@unsw.edu.au
9 Further Information:	University of NSW. (2002) <i>The Faculty of Commerce and Economics Handbook and Calendar 2002</i> . Kensington, NSW: UNSW Publishing, 2002. Available at URL: http://publish.web.unsw.edu.au/handbooks.htm Pederson, Ann, (1996) "Australia: Archival Education in the Antipodes and the New Curriculum at the University of New South Wales," <i>ACARM Newsletter</i> , 16 (February, 1996): 27-30.		

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program Covered	Entry Requirements	Estimate of Cost of Tuition in (US\$)
1 Certificate in Records Management	168	4	RES 25% - 100% DL 25% - 75%	High school & language proficiency	Domestic 3000 Foreign 5000
2 Diploma in Information Management Archives/Records	252	6	RES 70% & DL 30%	BA or equivalent & language proficiency	Domestic 5000 Foreign 7000
3 Master of Information Management- Archives/Records [by Coursework]	504	12	RES 60% & DL 40%	BA & language proficiency	Domestic 5000 Foreign 7000
4. Master of Information Management- Archives/Records [Research]	84 + thesis	2 + thesis	RES 20% & DL 80%	BA [honours] & language proficiency	Domestic 500 Foreign 7000
5. Certificate of Advanced Study	126-168		RES 100% or DL 100%	Diploma or Masters & language proficiency	Domestic 500 Foreign 7000
6. PhD. In Information Management- Archives/Records	84 + dissertation	2 + dissertation	RES 20% & DL 80%	BA [honours] & Diploma or Masters & language proficiency	Domestic 500 Foreign 7000

Further Comments / Explanation:

Some subjects and/or programs may not be offered every year. Check the Faculty of Commerce & Economics Handbook and contact the School for the most up to date information.

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IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Managing Archives: A Workshop	80	16	RES 100%, INT - 2 weeks	N	1	1000
2. Managing Photographs	42	20	RES 100% 3 hrs per week for 14 wks or INT - 1 week	Y	3	750

Further Comments / Explanation:

Training and Professional Development courses on offer very greatly from year to year. Contact the School website at URL: <http://sistm.web.unsw.au> and click on Continuing Education for the latest information.

New Zealand

the Victoria University of Wellington

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	The Library Studies Group,the School of Information Management,the Faculty of Commerce, the Victoria University of Wellington		2 Country: New Zealand
3 Full Address	Kelburn Parade, Wellington		
4 Full Address	PO Box 600, Wellington 6001		
5 Telephone:	(64)+(4)+(495 5103)		
6 Facsimile:	(64)+(4)+(463 5446)		
7 E-mail:	sim@vuw.ac.nz		
8 Website:	http://www.vuw.ac.nz/dlis/		
9 Persons Responsible:	a. For All Programs: Dr. Sid Huff, Professor and Head of School	b. For Archives/Records Programs: Rachel Lilburn, Lecturer	c. For Student Information: Margaret Kerslake. Administration Assistant
<i>Email of above persons:</i>	Sid.Huff@vuw.ac.nz	Rachel.Lilburn@vuw.ac.nz	
10 Further Information:	Rachel Lilburn, The State of Archives Education in New Zealand, New Zealand Archivist 6, no. 1 (Summer/Dec. 1995):1. Rachel Lilburn, Archives and Records Management Courses at Victoria University of Wellington, New Zealand Archivist 10, no. 2 (Winter 1999): 4. Victoria University of Wellington. (2002) <i>Calendar 2002</i> .		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	<p>A paper on archives had been available intermittently in the Department of Library and Information Studies as part of the post-graduate diploma in Library Studies since 1980. In 1992, Rachel Lilburn was appointed lecturer and since then a paper in archives has been offered annually. In 1995 the Diploma was replaced by a Masters of Library and Information Studies (MLIS) and a new records management paper developed and offered annually. This year (2002) a new paper in Preservation Management will be offered (trimester 2). All papers are electives within the MLIS (MLIS students may take up to 4 electives) but there are plans to develop a recordkeeping specialisation within the MLIS. No other post-graduate education is available in New Zealand.</p>
2 Academic/training year:	Month (start) <u>March</u> Month (end) <u>February</u> Number <u>3</u> of terms/semesters/sessions containing number <u>12</u> of weeks
3 Language(s) of instruction:	English
4 Credentials conferred:	Certificate of Proficiency (awarded for successful completion of one paper) Master of Library and Information Studies (awarded for successful completion of programme of 12 papers)
5 Teachers/ instructors in archives/records:	F/T: 1 P/T: none
6 Student/ teacher ratio:	State number <u>25</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	None: a general introduction to archives and records theory, concepts, principles, functions and practices, and preservation management
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: Yes but not in the form of accreditation Details: Library and Information Studies Advisory Committee (meets twice per annum) MLIS External Examiner (examines the MLIS programme annually)

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Libr 534 Introduction to Archives Management	120	1	RES (on campus) DL (off campus)	Undergraduate degree or significant experience and/or equivalent qualifications	\$US350.00
2. Libr 535 Introduction to Records Management	120	1	RES (on campus) DL (off campus)	Undergraduate degree or significant experience and/or equivalent qualifications	\$US350.00
3. Libr 540 Preservation Management	120	1	RES (on campus) DL (off campus)	Undergraduate degree or significant experience and/or equivalent qualifications	\$US350.00

Further Comments / Explanation:

Note that there is not a specific qualification awarded in archives and/or records, other than a Certificate of Proficiency for an individual paper or the MLIS when a student undertakes one or more of the papers above as an elective within that qualification.

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Appraisal	16	15	RES 100%, INT – 2 days	N	1	\$US1000 (paid for all 15 students)
	8	20	RES – 100%, INT – 1 day	N	1	\$US20 per person
2. Reference	8	15	RES 100%, INT – 1 day	N	2	\$US1000 (paid for all 15 students)
3. Electronic records	4	20	RES 100%, INT – 1/2 day	N	Bi-annually	\$US100 per person
4. Arrangement and description	16	15	RES 100%, INT – 2 days	N	Bi-annually	\$US100 per person
	4	15	RES – 100%, INT – 1/2 day	N	1	\$US10 per person
5. Records Management	16	15	RES –100%, INT – 2 days	N	Bi-annually	\$US100 per person
6. Management of Small Archives	16	15	RES –100%, INT – 2 days	N	Bi-annually	\$US100 per person

Further Comments / Explanation:

Most of these training courses are offered to staff of Archives New Zealand, the members of the Archives and Records Association of New Zealand local branches, members of the Wellington Lone Archivists group, and to the general public through the center for Continuing Education which is affiliated to Victoria University of Wellington. Hence the variation in length of course, number of times offered annually, and cost of course per person.

South America

Brazil

Universidade do Rio de Janeiro

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Escola de Arquivologia (School of Archives Sciences), Universidade do Rio de Janeiro		2 Country: Brazil
3 Full Address	Av. Pasteur, 458 – Urca, Rio de Janeiro, RJ, Brazil.		
4 Full Address	Av. Pasteur, 458, sl 401. Urca, 22290-240 Rio de Janeiro, RJ, Brazil.		
5 Telephone:	(55)+(21)+(2244.5557 or 2541.1839)		
6 Facsimile:	(55)+(21)+(2244.5557)		
7 E-mail:	cch_arquivologia@unirio.br		
8 Website:	http://www.unirio.br		
9 Persons Responsible:	a. For All Programs: Ms. Mariza Bottino, Professor & Head of School	B. For Archives/Records Programs:	c. For Student Information:
<i>Email of above persons:</i>	mbottino@unirio.br		
10 Further Information:	For more information see http://www.unirio.br/cch/index.htm and http://www.unirio.br/cch/curriculo/arq.html (available only in Portuguese)		

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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/records program	The Escola de Arquivologia was established in 1922 at Brazil's National Archives. In 1975, the school was established at the Universidade do Rio de Janeiro, a government institution. The school has a curriculum based upon record's management and archives administration.
2 Academic/training year:	Month (start) <u>March</u> Month (end) <u>December</u> Number <u>2</u> of terms/semesters/sessions containing number <u>15</u> of weeks
3 Language(s) of instruction:	Portuguese
4 Credentials conferred:	Bacharel em Arquivologia (Bachelor in Archivology)
5 Teachers/ instructors in archives/records:	F/T: 17 professors P/T: 7 professors
6 Student/ teacher ratio:	State number <u>23</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Records management; Historical manuscripts
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: Yes Details: The Escola de Arquivologia is legal recognized by the Education Ministry of Brazil government.

III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Diploma in Information Management- Archives/Records	2835		RES: 100%	High school	Free – no charges

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

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Further Comments / Explanation: None

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University Federal of Santa Maria

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	University Federal of Santa Maria, Course of Archivology	2 Country: Brazil	
3 Full Address	Santa Maria, Rio Grande Do Sul , Brazil		
4 Full Address	Floriano Peixoto Street, 1750 room 300 CEP: 97017373		
5 Telephone:	(55)+(55)+(222 34 44) level 256		
6 Facsimile:	(55)+(55)+(222 34 44) level 255		
7 E-mail:	Molon@ccsh.ufsm.br		
8 Website:	http://www.arquivologia.ufsm.br/		
9 Persons Responsible:	a. For All Programs: Ms Rosanara Urbanetto Peres Professor & Documentation Department boss	b. For Archives/Records Programs: Ms. Denise Molon Castanho Professor & coordinator course of archivology	c. For Student Information: Ms. Denise Molon Castanho Professor & coordinator course of archivology
<i>Email of above persons:</i>	ruperes@ccsh.ufsm.br	MMolon@ccsh.ufsm.br	Molon@ccsh.ufsm.br
10 Further Information	University of Santa Maria EMENTÁRIO (2001) http://www.arquivologia.ufsm.br		

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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	The archivology course The UFSM archivology Course was established in 1977 and since then has formed professionals to work in public and private archives. In 1994, the course devised a new curriculum based upon the records continuum management concept.
2 Academic/training year:	Month (start) <u>March</u> Month (end) <u>December</u> Number <u>2</u> of terms/semesters/sessions containing number <u>15</u> of weeks
3 Language(s) of instruction:	Portuguese
4 Credentials conferred	Diploma of Bacharel in Archivology
5 Teachers/ instructors in archives/records:	F/T: 10 P/T: 7
6 Student/ teacher ratio:	State number <u>12</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Record management Organisational record keeping
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: No Details:

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III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Archivology Course University Federal of Santa Maria	160 hours	32 subjects	RES 75% DL 0%	High school complete	Vestibular or PEIES (Programa de Ingresso ao Ensino Superior) Free, it is a Federal university, anyone pay.

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1. Conservation and restoration of records course	40 hours	20 participants	Res 100%		04 weeks	y0232 US\$
2. Management System Electronic of records Course	40 hours	14 participants	Res 100%		04 weeks	y232 US\$

Further Comments / Explanation:

None

COSTA RICA

the University of C.R.

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	Section of Archivistics, School of History ,the Faculty of Social Science, the University of C.R.		2 Country: COSTA RICA
3 Full Address	University City . "Rodrigo Facio". Social science building. First level San Pedro, Montes de Oca San Jose, COSTA RICA		
4 Full Address	The University of COSTA RICA. San Pedro, Montes de Oca - 2060		
5 Telephone:	()+ (506) + (207-5094)		
6 Facsimile:	()+ (506) + (207-4695)		
7 E-mail:	admhisto@fcs.ucr.ac.cr		
8 Website:	http://historia.fcs.ucr.ac.cr/		
9 Persons Responsible:	a. For All Programs: Msc. Francisco Enriquez S. Head of School	b. For Archives/ Records Programs. Msc. Ana Lorena Echavarria S. Head of Section	c. For Student Information: Bach. Ana Leny Garro , Section Secretary
<i>Email of above persons:</i>	fenrique@fcs.ucr.ac.cr	aechavar@cuniv.ucr.ac.cr	analeny@ostarricense.cr
10 Further Information:			

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II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	Costa Rica's first university – based archives program was established in 1978 at the history and geography school. Established at the university of costa rica in 1957. In 1978 the program was oriented to achieve the level graduate in archives management. In 1992 the section devised a new curriculum based upon the documents continuum management concept and in 1999 a new program which introduced the management of new technologies was implemented.
2 Academic/training year:	Month (start) <u>march</u> Month (end) <u>November</u> Number <u>2</u> of terms/semesters/sessions containing number <u>14</u> weeks Each <u>One</u>
3 Language(s) of instruction:	Spanish
4 Credentials conferred:	Bachelor's Degree in Archivistics
5 Teachers/ instructors in archives/records:	F/T: 1 P/T: 9
6 Student/ teacher ratio:	State number <u>20</u> of students for each F/T equivalent teacher
7 Areas of concentration or specialisation featured: if any	Organisational Recordkeeping - Electronic Recordkeeping
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	State YES or NO: NO Details:

III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/ Subjects	Delivery Mode & Percentage of Program in Mode	Entry Requirements	Estimate of Annual Cost of Tuition in (US\$)
1. Bachelor's Degree in Archivistics	148	42	RES 100% - 100 %	High School	Domestic. 1,487 Foreign. 6,784

Some courses may not be offered every semester. It depends on the level of the program

Directory of archival education & training institution

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IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

Names of Archives/ Records Courses	Hours of Instruction	Maximum Participants	Delivery Mode	Academic Credit?	Times Offered Per Year	Estimate of Tuition per Course in (US\$)
1.Managing Data Base. Winisis	16	20	INT - one week RES. 100%	NO	1	65

Further Comments / Explanation:

Training and professional development courses on offer yearly. Contact the history school website. [Http://historia.fcs.ucr. Ac.cr/](http://historia.fcs.ucr.ac.cr/) or the person responsible for archives programs.