

Note:

The following curriculum is a consolidated version. It is legally non-binding and for informational purposes only. The legally binding versions are found in the University of Innsbruck Bulletins (in German).

Original version published in the University of Innsbruck Bulletin of 4 June 2024, Issue 68, Number 801

Curriculum for the Continuing Education Programme
University Course – Archiving Practice
at the University of Innsbruck

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§ 1 Qualification profile

- (1) Graduates have basic knowledge of archives, archival work and practice, as well as methods and techniques for reading and analysing archival sources from different eras and making them accessible to the public.
- (2) Graduates are able to apply methods of modern archive management and archival research.

§ 2 Scope and duration

The university course covers 4 semester hours or 8 ECTS-Credits respectively. One ECTS-Credit corresponds to a workload of 25 hours.

§ 3 Admission

- (1) The prerequisite for admission to the university course is a general university entrance qualification in accordance with § 64 Universities Act or admission to the university course Library and Information Studies at the Universities of Vienna, Graz or Innsbruck.
- (2) The Director of the university course decides on the admission to the course. Preference shall be given to persons who work in the field of information management, in particular in libraries, information and documentation centres, archives and related institutions, or who have completed a degree in the humanities. Information on the selection procedure and the maximum number of students permitted can be found on the website of the University of Innsbruck.
- (3) Persons who have been admitted to the university course and have paid the course fee will be admitted as non-degree students by the Rectorate of the University of Innsbruck.

§ 4 Types of courses

Courses with continuous performance evaluation:

Lectures with practical elements (VU) focus on the practical treatment of concrete scientific tasks that are discussed during the lecture parts of the course.

§ 5 Compulsory module

The following compulsory module covering 8 ECTS-Credits is to be passed:

	Archiving Practice	h	ECTS-Credits
a.	VU Archive Management and Law Types of archives and concepts; structure and funding bodies; development of the records system up to the present day, public relations work; organisation, management and conservation measures for archive records; archive information systems; digitisation and long-term archiving of electronic documents; classification and indexing systems, metadata standards, archive software	2	4
b.	VU Media Archives History and analysis of audiovisual recording forms; technical and organisational methods for the storage and conservation of archival material including electronic data carriers; legal foundations and framework conditions of archiving including questions of data protection and copyright; classification and indexing systems as well as information management in archive and collection practice; technical metadata standards for archives	1	2
c.	VU Archive and Chancery Documents Genesis, form and transmission of archival material from different eras; overview of types of writing in everyday archival life; application of archival methods	1	2
	Total	4	8
	Learning Outcomes: Students are able to name the different types of archives and describe their structures and funding bodies as well as their special features in terms of management, organisation and administration on a theoretical level. They are able to analyse various archival and collection materials using suitable technical methods and presentation techniques, both formally and in terms of content. They are able to describe the legal foundations and framework conditions of archiving, including issues of data protection and copyright. They can describe the history of audiovisual recording forms and apply technical and organisational methods for the storage and preservation of archive material, including electronic data carriers. They are able to describe production circumstances and apply the methodology of records management for the audit-proof archiving, management and control of digital and conventional/paper-based documents. They are able to determine the genesis, form and transmission of archival material from different eras and apply specific archival methods. They are able to read archival sources, prepare them in a user-friendly way and make them accessible to the public.		
	Prerequisites: none		

§ 6 Examination regulations

- (1) The module's performance is evaluated by the assessment of the courses that make up the module (course examinations).
- (2) The performance of courses is evaluated by course examinations, whereby in the case of courses with continuous performance evaluation the evaluation is based on at least two written, oral and/or practical contributions of the participants.
- (3) The course instructor shall determine and announce the examination method (written and/or oral, examination paper) and the assessment criteria before the start of the university course.

§ 7 Certificate

After successful completion, the graduates of the university course receive a certificate.

§ 8 Coming into force

This curriculum comes into force one month after being published in the University of Innsbruck Bulletin.

For the Curriculum Committee:

Mag. Dr. Beatrix Schönherr

For the Senate:

Univ.-Prof. Dr. Walter Obwexer
