

PROGRAMME PROFILE

Educational Program	Archival science
Degree Awarded	Bachelor
Standard Length of Studies (Number of ECTS Credits)	3 years - 6 semesters - 180 ECTS
Type of Study	Full-time
Higher Education Institution	Babeş-Bolyai University Cluj-Napoca, Romania
Faculty / Department	Faculty of History and Philosophy
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Profile of the Degree Program	Archival science
Target Group / Addressees	The program is for those who want a career as archivists in the Romanian National Archives, public or private institutions.
Entrance Conditions	30% bachelor degree +30% history degree from highschool +30% general degree from highschool
Further Education Possibilities	Master in the science of Information and Documentation
Description of Study	<p>The program ensures the schooling at the highest levels in the field of archival science. The schooling is ensured by teaching the language of the sources (Latin), paleography (Latin, Kirillic), of working methodologies specific for archive studies, and informatics regarding archive studies (creating and manipulating databases). The aim of the practice is to familiarize the student with the actual work in an archive.</p> <p>The schooling of the students is made on three directions: organizing manipulating archive funds, assisting document creators, scientific research and valorification of historically and culturally important documents.</p>
Purposes of the Program	<ul style="list-style-type: none"> - training of competent specialists in archive research, highlighting the purpose of archives for historical research, knowing and understanding the role of archives in the Romanian society. - profound knowledge of the Romanian and international legislation regarding archives, and the functioning of the whole structure of the Romanian National Archives. -training specialists for expertise in the private fields
Specialization / Area of Expertise	This specialization trains specialists able to cope with the requirements of the Romanian National Archives and public and private institutions.
Extra Peculiarities	-
Practical Training	Students attending these courses have the possibility to do their practice in the county and main offices of the National Archives, The Pension Service Cluj, the archives of Transsylvanian Churches, and the Archives in Vienna (Erasmus program).

Final Examinations	Research thesis
Gained Abilities and Skills	<p>General and special competences acquired by the students:</p> <ul style="list-style-type: none"> - the alumni of this program are archivists with special competences in archive manipulation and scientific research - using of modern means of administrating and manipulating archives, mainly special programs for work databases. - ability to offer consultancy to institutions and companies, regarding administration and conserving documents. - ability to ensure selection and taking archive materials from institutions, companies, etc, after they are no longer important from an administrative point of view. - participating in joint research teams (historians and archivists) for scientific valorification of archive material, publishing sources, and analytical studies on different topics. - ability to valorify archive documents through oter means: exhibitions, symposiums, workshops. - knowing at least one of the main languages of primary sources (Latin) and paleography (Latin, Kirillic). - utilization of various means of oral and written communication, in at least two international languages. - learning managerial skills in running and administrating an archive.
Job Placement, Potential Field of Professional Activity	<ul style="list-style-type: none"> - archivist with required skills to work properly in a Romanian archive. - archivist with necessary abilities for administrating documents in institutions, companies, banks, etc, who have their own archive. - programmer for special programs to be used in administrating archive funds. - scientific researcher, with high skills required by source editing committees from research institutes, belonging to the Romanian Academy and the Ministry for Education and Research.

Date: 30. 10. 2010

Signature: Lecturer Ph D Ion Cârja