



Faculty of Arts and Social Sciences  
History

## Syllabus

### Archival Science II

<b>Course Code:</b>	ARGB01
<b>Course Title:</b>	Archival Science II <i>Arkivkunskap II</i>
<b>Credits:</b>	30
<b>Degree Level:</b>	Undergraduate level
<b>Progressive Specialisation:</b>	First cycle, has less than 60 credits in first-cycle course/s as entry requirements (G1F)

#### Major Field of Study:

#### Course Approval

The syllabus was approved by the Faculty of Arts and Social Sciences 2017-02-08, and is valid from the Autumn semester 2017 at Karlstad University.

#### Prerequisites

Archival Science 1-30 ECTS cr or equivalent

#### Learning Outcomes

Upon completion of the course, students should be able to:

- demonstrate deeper knowledge of archive generating traditions in the Swedish societal development (module 1),
- use terminology linked to theme archive generating traditions in the Swedish societal development (module 1),
- give an account of the function of the archive in an organisational context and in the Swedish context of public administration, with emphasis on power and management, the long-term archive solutions and the rule of law issues (module 2),
- discuss priority considerations in the Swedish archive system in relation to issues of power and governance, long-term archive solutions and the rule of law (module 2),
- demonstrate deeper knowledge of central parts of the Scandinavian and international theoretical archiving discussion (module 3), and
- demonstrate skills in conducting independent investigations on socially relevant archive issues (module 3).

#### Content

The course comprises three modules:

Module 1 The History of Archives and Administration (7.5 ECTS cr)

The module centres on the circumstances and function of public administration in different epochs from the start in the Middle Ages and development during the Swedish era of great power till the 21st century welfare and service state. There is special emphasis on the social contexts of the archive: material changes, political economic ideas and values affecting the archival development.

### Module 2 Archival Services in Practice (7.5 ECTS cr)

The module comprises components regarding the provision of information and security, record management/document handling, organisation theory, power and governance in the public and private sectors, long-term archive solutions and administrative legislation on transparency, integrity, rule of law and service.

### Module 3 Archiving Theory and Specialisation Essay (15 ECTS cr)

Aspects of archiving theory in legislation and the practical archiving area are treated. Issues of preservation and selection of information in present day society are given special attention. Under supervision, students investigate areas of supervisory activities, collection and preservation, document handling, qualified listing and registering, selection problems and the development of research manuals.

### **Reading List**

See separate document.

### **Examination**

Assessment is based on:

Module 1: individual hand-in assignments and performance in seminar groups.

Module 2: a written exam.

Module 3: individual hand-in assignments and independent written work in the form of an academic essay.

### **Grades**

One of the grades Distinction (VG), Pass (G), or Fail (U) is awarded in the examination of the course. The grade of Distinction is awarded to students who have earned this grade for 22.5 of the 30 course credits.

### **Quality Assurance**

Follow-up relating to learning conditions and goal-fulfilment takes place both during and upon completion of the course in order to ensure continuous improvement. Course evaluation is partly based on student views and experiences obtained in accordance with current regulations and partly on other data and documentation. Students will be informed of the result of the evaluation and of any measures to be taken.

### **Course Certificate**

A course certificate will be provided upon request.

### **Additional information**

The local regulations for studies at the Bachelor and Master levels at Karlstad University stipulate the obligations and rights of students and staff.