


5.00 credits

15.0 h

Q2

Teacher(s)	François Aurore ;Van Eeckenrode Marie ;
Language :	French
Place of the course	Louvain-la-Neuve
Main themes	The aim of the seminar is to learn, through the complete implementation of an audit mission, a fundamental dimension of the archivist's profession, that of monitoring or advising.
Learning outcomes	<p><b>At the end of this learning unit, the student is able to :</b></p> <p>On completion of this course students will</p> <ul style="list-style-type: none"> <li>• Deepen their knowledge of the concepts and practices of document management in the context of an audit mission;</li> <li>• Be introduced to the tools supporting this mission (regulations, procedures, conceptual and methodological tools, etc.).</li> </ul>
Evaluation methods	<p>Completion of a written report (15 points)</p> <p>The student must give an oral presentation on the progress of the project during the preparatory meetings for the final assignment (continuous assessment - 5 points).</p>
Teaching methods	<ul style="list-style-type: none"> <li>• Theoretical presentations.</li> <li>• Presentations/dialogues with professionals invited to share their practices and experiences.</li> <li>• Fieldwork with different producers (public administrations, companies, non-profit organisations, etc.).</li> </ul>
Content	<ul style="list-style-type: none"> <li>• Auditing and monitoring in the public and private sectors.</li> <li>• Elements of an audit report.</li> <li>• Methodological approaches to fieldwork.</li> </ul>
Faculty or entity in charge	EHAC

Programmes containing this learning unit (UE)				
Program title	Acronym	Credits	Prerequisite	Learning outcomes
Master [120] in History	<a href="#">HIST2M</a>	5		
Advanced Master in Archival Science, Record Management and Law	<a href="#">ARGD2MC</a>	5		