


The version you're consulting is not final. This course description may change. The final version will be published on 1st June.

5.00 credits	15.0 h	Q2
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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>At the end of this learning unit, the student is able to :</p> <p>On completion of this course students will</p> <ul style="list-style-type: none"> • Deepen their knowledge of the concepts and practices of document management in the context of an audit mission; • Be introduced to the tools supporting this mission (regulations, procedures, conceptual and methodological tools, etc.).
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"> • Theoretical presentations. • Presentations/dialogues with professionals invited to share their practices and experiences. • Fieldwork with different producers (public administrations, companies, non-profit organisations, etc.).
Content	<ul style="list-style-type: none"> • Auditing and monitoring in the public and private sectors. • Elements of an audit report. • Methodological approaches to fieldwork.
Faculty or entity in charge	EHAC

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