


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>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>Assessment will be based on the completion of a written audit. The student must present orally the progress of their project during the preparatory sessions leading up to the final work.</p> <p>The assessment will take into account both individual and collective involvement in the completion of each intermediate stage (oral presentations) as well as the quality of the written report produced.</p> <p>Grade distribution:</p> <ul style="list-style-type: none"> • Intermediate stages: 5 points (continuous assessment) • Final work: 15 points <p>Participation in seminar activities (class sessions and feedback sessions) is mandatory. In accordance with Article 72 of the RGEE, the teaching team may propose to the jury to deny registration, in the June or September session, of any student who, without valid justification, has not attended at least 80% of the activities.</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		