

Master's Thesis

Code: 43602
ECTS Credits: 15

Degree	Type	Year	Semester
4315503 Records Management, Transparency and Access to Information	OB	0	2

Contact

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Use of Languages

Principal working language: spanish (spa)

Prerequisites

None

Objectives and Contextualisation

The main goal of the module is to develop skills and abilities to work with the sources, methods and techniques of scientific research of archival science, which allow student to reflect in an integrated and transversal way on some aspect of Records Management, Transparency and Access to Information.

The training objectives are:

- Deepen the study of a subject of Records Management, Transparency and Access to Information.
- Know and apply the principles and methodologies of research: information search, data collection, data analysis, presentation of conclusions and writing skills.
- Apply the knowledge and skills acquired during the Master's course autonomously.

Competences

- Analyse, synthesise, organise and carry out planning in management environments and activities.
- Apply the legal rulings and standards for archive and records management in the production and evaluation of projects.
- Combine knowledge and skill in professional practice and in the production of an academic report.
- Communicate and justify conclusions clearly and unambiguously to both specialist and non-specialist audiences.
- Demonstrate capacity for leadership and initiative and generate innovative and competitive proposals.

Learning Outcomes

1. Apply international standards and recommendations for archive and records management.
2. Designing innovative proposals in the reuse of information.
3. Develop the communication skills of a project in archiving, document management and information services.
4. Find solutions to problems when carrying out projects concerned with archiving, records management and information services.
5. Make adequate use of the methodology for working on and producing projects concerned with archiving, records management and information services.
6. Making oral presentations.

7. Recognise international standards and recommendations for archive and records management.
8. Using planning and management control instruments.
9. Using technological resources for communication.

Content

Elaboration of a master's dissertation on specific aspects of Records Management, Transparency and Access to information. The aim is for the student to demonstrate that he or she has acquired the master's combination of competences, the ability to relate them in a transversal and integrated way and the ability to exercise the profession.

It is supervised by a lecturer of the Master and it's evaluated by an examining board.

Methodology

The work is carried out under the supervision of a professor from the School. In the event that, due to the specificity of the subject, it is considered convenient to be carried out by a professional who is not part of the Master, a co-director will be appointed from among the professors of the Master to monitor the work.

The supervisor and the student must meet at least twice, and as many times as the supervisor deems appropriate. At the beginning of classes, specific guidelines for the preparation of the dissertation will be provided

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Preparation of the master's dissertation	362	14.48	1, 3, 2, 6, 7, 4, 8, 5, 9
Tutorials	12	0.48	1, 3, 2, 6, 7, 4, 8, 5, 9

Assessment

- 60% is evaluated by an examining board. The act of defense takes 60 minutes, during which the student has about 20-30 minutes to expose his work. The board's members can ask questions they consider appropriate. The examining board evaluates the student's ability to present and communicate the research: the structure of the presentation and speech, the resources used, orality and capacity for empathy, the appropriate response to questions, the demonstration of knowledge of the topic analyze, the management of time available, the adequacy and timeliness of the topic. The board also assesses the written work and takes into account the report of the tutor (if necessary).

- 40% of the qualification is in charge of the supervisor, who must evaluate the following criteria: A) Objectives and hypothesis, questions or contributions of new knowledge of the work: opportunity of the topic, originality, statement of objectives and hypotheses, questions or contributions of new knowledge. B) Methodology and sources: adequate and extensive bibliography, correct data collection. C) Content: Rigorous data analysis, adequate theoretical framework, contribution of the work, importance of the results. D) Formal aspects: careful drafting, correct presentation, footnotes, bibliographical references in accordance with the standards. E) Process that the student has followed in its elaboration: the capacity of work and the resolution of difficulties, the planning and punctuality in the deliveries of the tasks.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Oral defence in presence of an examining board	60%	1	0.04	3, 6, 9
Written assignment	40%	0	0	1, 2, 7, 4, 8, 5

Bibliography

Basics

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