

The Ministry of National Education

University of Bucharest

INFORMATION IDENTIFYING THE QUALIFICATION

Name of qualification and (if applicable) title awarded (after passing the final examination)

Bachelor Degree in *Communication Sciences*

Field of study

COMMUNICATION SCIENCES

Programme of study / specialization

Information and Documentation Sciences

Name and status of institution administering studies

UNIVERSITY OF BUCHAREST

Faculty / Department administering studies

FACULTY OF LETTERS

Language(s) of instruction / examination

ROMANIAN

INFORMATION ON THE LEVEL OF THE QUALIFICATION

Level of qualification

Bachelor studies

Official length of the programme of study and number of ECTS credits

3 years, 180 ECTS credits

Access requirement(s)

Baccalaureate + admission examination

INFORMATION ON THE CURRICULUM AND RESULTS GAINED

Mode of study

Full time studies

Learning outcomes of the programme of study

The study program, based on the European Credit Transfer System (a total of 180 ECTS for 6 semesters) has been conceived in keeping with the most recent scientific and methodological trends worldwide in the field of biblioteconomy and information science. The core, specialty, and optional subjects form a complex and logical structure in the view of developing students' abilities of the following types:

- basic skills in the field of information and documentation sciences, necessary to the professions students are trained for; theoretical expertise is sustained by practical training in related organisations;
- instrumental skills: capacity of analysis and synthesis, of organising and planning activities, basic knowledge in the field of acquiring, modifying, organizing and disseminating documents and information, ability to use different techniques and methods related to information transfer, knowledge of at least one foreign language, advanced abilities of computer operations, capacity of organizing and operating different systems, capacity to establish intercultural connections on an interdisciplinary, national, or international level;
- interpersonal skills: capacity of evaluation and self-evaluation, teamwork capacity, general cooperation abilities, capacity to exercise ethical behaviour and to respect their professional deontological norms;
- systemic abilities: capacity to use methods, techniques and tools designed to apply theoretical knowledge, research abilities in the field of

information and documentation sciences, communication abilities, ability to keep trace of the permanent evolution of the field worldwide, ability to work independently, capacity to initiate, conceive, and develop projects, argumentation and critical thinking skills;

- specific professional abilities: knowledge and understanding of the ways in which infodocumentary structures are organized and function, knowledge and efficient use of informational resources, knowledge and implementation of modern methods of modifying, disseminating, and preserving information in infodocumentary structures, knowledge of the specific rules of the information sciences field.

Students have the opportunity to build their own personalized study route, according to their individual interests and motivations, through an extensive array of choices covering basic, optional and facultative courses in the three years of study. The graduates can take positions of specialists in information and documentation sciences, experts in information transfer, researchers in the field of preserving and managing information, documental teachers, librarians, bibliographers, organizers and managers of infodocumentary structures and systems, referents and leaders of services and offices in national or international organizations related to information transfer, editors of specialty media

Programme details and the individual grades / marks / ECTS/SECT credits obtained (according to Faculty Student Records, 1st volume no. 569/2011)

1st year of study

No.	Subject	No. hours		No of ECTS credits	
		C	S, LP, P		
1.	<i>Filing</i>	28	28	-	-
2.	<i>Introduction to Archiving</i>	28	-	4	-
3.	<i>History of Writing, the Book and Libraries</i>	28	-	3	-
4.	<i>Information Organizing and Knowledge Taxonomy</i>	28	-	4	-
5.	<i>Basics of Biblioteconomy</i>	56	56	5	5
6.	<i>Management of Documentary Structures</i>	28	28	4	4
7.	<i>Cyrillic Paleography and Old Church Slavonic - elective - practical course</i>	-	56	2	2
8.	<i>Contemporary Romanian</i>	28	28	3	3
9.	<i>Documentary Structures for Children and Teenagers</i>	28	28	-	5
10.	<i>National Archives. Dealing with Contemporary Documents</i>	28	-	-	4
11.	<i>General Bibliography</i>	28	-	-	3
12.	<i>Introduction to Automatic Systems of Information and Documentation</i>	14	14	-	4
13.	<i>English Language for Information Science - elective</i>	-	28	-	3
<i>Pass, average grade per academic</i>		<i>Total ECTS credits:</i>		63	

2nd year of study

No.	Subject	No. hours		No of ECTS credits	
		C	S, LP, P		
1.	<i>Developing and Recording Collections in Libraries and Infodocumentary Structures</i>	28	28	5	-
2.	<i>Automatic Systems and Networks for Information and Documentation</i>	14	14	4	-
3.	<i>Organization and Functioning of Infodocumentary Centres in Schools</i>	28	28	5	-
4.	<i>Systems of Document Classification</i>	56	56	5	5
5.	<i>Marketing Structures of Intermediation of Information and Documents</i>	42	14	5	4
6.	<i>Specialty Training in Documentary Science</i>	-	56	2	2
7.	<i>Optional course 1: Museology. Techniques of Scientific Bibliography</i>	28	28	4	4
8.	<i>Selecting and Deselecting Collections in Libraries and Infodocumentary Centers</i>	28	28	-	5
9.	<i>Automatic Programs for Information and Documentation</i>	28	28	-	5
10.	<i>Forms of Cultural Mediation in Documentary Science for Non-Adult Users</i>	28	-	-	5

11.	<i>English Language for Information Science - elective</i>	-	56	3	3
	<i>Pass, average grade per academic</i>	<i>Total ECTS credits:</i>		66	

3rd year of study

No.	Subject	No. hours		No of ECTS credits	
		C	S, LP, P		
1.	<i>Management and Communication of Documents in Libraries and Infodocumentary Centers</i>	28	28	5	-
2.	<i>Information and Document Users</i>	28	-	3	-
3.	<i>Documentary Productivity and Scientific Evaluation</i>	-	28	2	-
4.	<i>Web Design and Programming</i>	14	14	3	-
5.	<i>Forms of Cultural Mediation in Documentary Science for Non-Adult Users</i>	28	28	5	-
6.	<i>Specialty Training</i>	-	48	4	4
7.	<i>Optional course 1: Preserving Collections. History of Reading</i>	48	-	4	4
8.	<i>Optional course 2: Reference Services / Digitizing Collections</i>	-	48	4	4
9.	<i>The Great Themes of Romanian Literature</i>	20	-	-	3
10.	<i>Bibliometrics and Platforms of Bibliometric Indices</i>	-	20	-	2
11.	<i>Performance Criteria in Documentary Science</i>	10	20	-	4
12.	<i>Systems of Information Retrieval</i>	10	10	-	3
13.	<i>Documental Languages</i>	20	10	-	4
14.	<i>Providers of Electronic Products for Documentary Science</i>	-	20	-	2
15.	<i>English Language for Information Science - elective</i>	-	48	3	3
	<i>Pass, average grade per academic</i>	<i>Total ECTS credits:</i>		66	
		<i>Total ECTS/SECT credits:</i>		195	

Grading scheme and, if available, grade distribution guidance

Grades are integer numbers and given on a scale from 10 (the highest grade) to 1 (the lowest grade); the lowest passing grade is 5.

ADDITIONAL INFORMATION

Additional information

Observations regarding the scholarship:

Further information source

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