

UNIVERSITY OF BUCHAREST

**FACULTY OF LETTERS**

Master programme: *INFORMATION AND DOCUMENT MANAGEMENT*

Field of study: ADMINISTRATIVE SCIENCES

Mode of study: full time studies

Official length of the programme: 2 years/ 4 semesters

RECTOR APPROVAL,

**CURRICULUM  
2020-2022**

**1st YEAR 2020-2021**

No. cr.	Subject status	1st SEMESTER SUBJECTS (14 weeks)	No. of course hours/ week	No. of seminar hours/ week	No. of ECTS/SECT credits	Evaluation forms	Total course hours/ semester	Total seminar hours/ semester
1	F	International organizations and institutions	1	1	3	V	14	14
2	S	Public Administration Law	2	1	4	E	28	14
3	F	Institutional Communication	1	1	3	E	14	14
4	S	Management of Secretarial Activities in Public Administrations	1	1	5	E	14	14
5	S	Theories and Practice of E-Governing	1	1	4	E	14	14
6	S	WEB Structures	1	-	3	V	14	-
7	C	Ethics and academic integrity	1	-	3	V	14	
8	S	Practical Training	-	6	5	V	-	84
		Total of mandatory hours	8	11	30		112	154
		<b>2nd SEMESTER SUBJECTS (14 weeks)</b>						
1	S	Theories and Practice of E-Governing	1	1	4	E	14	14
2	S	WEB Structures	1	1	4	E	14	14
3	S	Project Management	1	1	4	E	14	14
4	S	Administrative and Business Correspondence	1	1	5	E	14	14
5	F	Institutional Communication II	2	-	4	E	28	-
6	F	European Union Institutions	1	1	4	E	14	14
7	S	Practical Training	-	6	5	V		84
		Total of mandatory hours	7	11	30		98	154

DEAN,

Prof.univ.dr. Emil Ionescu

COORDINATOR,

Prof.univ.dr. Oana Iucu

**2nd YEAR 2021-2022**

Nr. crt.	Caracterul disciplinei	<b>3rd SEMESTER SUBJECTS</b> (14 weeks)	Nr. ore curs/ săptămână	Nr. ore seminar/ săptămână	Nr. credite	Forma de evaluare	Total ore curs/ semestru	Total ore sem./ semestru
1	S	Open Architectures of E-Governing	2	1	5	E	28	14
2	F	European Culture and Identity	1	1	4	E	14	14
3	S	Organization and retrieving of information	1	1	4	E	14	14
4	S	Public Online Services in Administration	1	1	4	E	14	14
5	S	Human Resource Management	1	1	3	E	14	14
6	F	Quality Assurance Management	1	-	2	V	14	-
7	F	Scientific Research	-	2	3	V	-	28
8	S	Practical Training	-	4	5	V	-	56
		Total of mandatory hours and ECTS/SECT credits	7	11	30		98	154
		<b>4th SEMESTER SUBJECTS</b> (10 weeks)						
1	S	Document archiving	2	-	4	E	20	-
2	S	Public Online Services in Administration		2	3	V	-	20
3	S	Human Resource Management	1	1	4	E	10	10
4	F	European Strategies for Information Society	2	-	4	E	20	-
5	S	Evaluation of Informatic Systems for Administration	1	1	4	E	10	10
6	F	Branding in Administration	1	1	3	E	10	10
7	S	Practical Training		3	5	V	-	30
8	S	Practice for the elaboration of the dissertation	-	3	3	V	-	30
		Total of mandatory hours and ECTS/SECT credits	7	11	30		70	110

**TOTAL ECTS/SECT CREDITS FOR THE MASTER PROGRAMME: 120**

**DISSERTATION: 10 (additional) credits**

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