

**Code and title of specialty (direction):** 029 Information, Library and Archival Studies

**Title of specialization:** Document Science and Information Activity

**Code and title of the field of knowledge:** 02 Culture and Arts

**Qualification:** Master of information, document and library activity, teacher in higher educational institutions

**Number of credits:** 90 ECTS credits

**Grade of higher education:** second (Master)

**Requirements to the previous education grade:** a person has the right to acquire a Master's degree in case of possession of a Bachelor's Degree in specialty (direction) 6.020105 "Document Science and Information Activity", or any other direction.

**Qualification requirements:** the higher education document is issued to a person who had successfully completed the educational program and was certified. The final attestation is carried out on the basis of evaluation of the degree of development of competences. Form of attestation – public defence of a Master's thesis.

**Program study results:** to use conceptual knowledge and modern approaches to understanding the essence of information, its typology, properties and role in the life of society; to use achievements of information science and technology to solve pressing problems in document-information activities; apply scientific theories, principles, methods and concepts, to analyze and explain the actual processes in the information sphere; to use knowledge of methods for search, selection and processing of scientific information, innovative approaches, to choose methods and tools for solving practical professional tasks; to develop theory and methodology of document science and information activities in context of research; manage teams and / or projects; to form a communication strategy, information culture of the organization; use a foreign language on a professional level; continually learn and apply creativity in the planning and implementation of innovation in practice at all levels.

Information and technological activity: apply knowledge of laws of dissemination of scientific and technical information, structure and properties of document information flow in the information providing for consumers in manufacturing, science, administration; identify and use available information resources in different conditions and situations of professional activity; use various automated search engines, processing and presentation of information, including the Internet; Apply innovative technologies and techniques in the field of information, document and library activities; use knowledge of hardware and software protection of management information.

Information and analytical activity: analyze the informational needs of various types of information consumers; perform the selection, classification, content analysis of various documents of different type and purpose in traditional and electronic form; perform certain types of analytic-synthetic processing of information (annotation, abstracting, indexing, compiling reviews), monitoring of information on the Internet; to use knowledge of typology and techniques of curtailment of information and other specialized knowledge of information and analytical management support; perform analytical research activities to study social informational problems.

Organizational activities: develop problem solving strategies in the field of information and document activities; organize information providing for consumers, implementation, operation, improvement of information systems in manufacturing, science and management; develop and implement organizational measures to protect information and information security in the

enterprise, organization, institution; coordinate various agencies and services of scientific, technical, administrative and social information.

Management activities: management decisions regarding the implementation and operation of modern document-information systems in public institutions, enterprises, companies, establishments; introduce innovative principles and new information technology management; control plans and projects in the field of information and document activities; manage document-information offices in industry, management and science; manage the work of performers in libraries and archival institutions.

Educational activities: to use knowledge of the properties and patterns of dissemination of information, modern achievements in information technology and trends of their use in educational activities; use knowledge of the latest theoretical and practical developments in the teaching of subjects of document science and information cycle; knowledge structure and content of methods of distance learning.

**Employment competences:** Master of information, document and library activity of specialization "Document Science and Information Activity" is prepared for work in government institutions at all levels, as well as enterprises, institutions and organizations of all spheres and forms of ownership.

Performs professional work according to the classification of professions ДК (DK) 003: 2010: Document Specialist; Junior Researcher (information analyst, scientific technical information); Researcher and consultant (information analyst, scientific technical information); Engineer in scientific and technical information. Can hold primary positions of: senior officials of the central and local authorities; heads of recruiting departments and socio-industrial relations: head of administrative office, head of technical archive, head of scientific and technical information department; teachers in higher educational institutions.

**Further study perspective:** Master of information, document and library activity of specialization "Document Science and Information Activity" is prepared for entry into Ph. D. programme by specialty 27.00.02 - "Document Science. Archival Studies" and also by specialty 27.00.07 - "Social Informatics" (Social communication).

**Department graduating a student with degree:** Philosophy of Culture and Cultural Studies

**Institute / Faculty:** Faculty of Law

**Educational program supervisor:** Chursin Nikolai Nikolaievich, chursin2n@ia.ua, +38050 758 1636