

Code and title of specialty (direction): 8.02030203 "Archival Studies"

Title of specialization:

Code and title of the field of knowledge: 0203 "Humanities"

Qualification: Master of Archival Studies

Number of credits: 90 ECTS credits

Grade of higher education: second (Master), corresponds to the seventh qualification level of Ukrainian National Framework of Qualifications.

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 the appropriate specialty (direction). Provided that the previous degree was obtained in another country, it requires nostrification.

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: the ability to synthesize, develop and present the results of research in the field of archival studies; acquisition of in-depth teaching, special, scientific and practical training in archival studies; to receiving sufficient knowledge to effectively perform the tasks of innovative character; ability to apply the methodology and principles of organization of archival institutions; knowledge and compliance to key areas of professional archival institutions operation to ensure preservation of archival documents; the creation and improvement of reference system to NAF documents; basic forms of description and registration of NAF documents, scientific and informational activity of archive organizations; general principles of forming the NAF, evaluation of the documents, registration of results of evaluation; research methodical work in the field of archive studies; administrative and management activities in the field of archive studies and recordkeeping; be able to keep public recording of NAF documents; ability to work to improve and recycle archive funds; prepare a report of funds, archive directories, other information documents; organize appropriate conditions for the use of NAF documents and the use of retrospective documentation information contained therein; execute organizational and methodical management in the field of records and archive studies; execute description, scientific and technical study and evaluation of the archival documents; comply scheduled accounting documentation of archives; organize and lead boards, IRP meetings.

Employment competences: the vocation of masters of archival studies is determined by their professional knowledge, abilities and skills to perform scientific, methodical, research, organizational, analytical and expert work on maintenance of the formation of the National Archival Fund of Ukraine (NAF), its state registration and management, creating reference mechanisms for NAF documents, storage and use of NAF documents and the usage of retrospective document information.

Positions that can hold the master are defined by "unified state classification of professions for all categories of workers on the basis of international standards".

Master of Archival Studies is able to solve a wide range of professional issues for main areas of archival activity: scientific-methodical, management and professional activities in the field of archives in the archives of the system of archives of Ukraine, archaeological, and publication activity; specialized activity in divisions of archival research institutions, museums and libraries, archive departments of executive bodies and local government, archive departments of enterprises and organizations of different ownership in spheres of archive studies and recordkeeping, NGOs and associations; teacher professional work in education establishments of

I-IV accreditation levels; methodological assistance and advice services to record keeping and archiving units of state and local governments, enterprises, institutions and organizations of various forms of ownership on archives and records management, storage and maintenance of departmental use of documents; evaluation of archival documents in order to include them into the National Archival Fund of Ukraine.

Further study perspective: Master's programs (theoretical and practical), interdisciplinary programs and courses similar to archive studies (archeography, museum studies, library studies), Master's programs in special historical disciplines and computer science.

Department graduating a student with degree: Department of Constitutional Law

Institute / Faculty: Faculty of Law

Educational program supervisor: Associate Professor, Ph. D., Serhiyenko G. S., lutova@ukr.net.