**AL – FARABI KAZAKH NATIONAL UNIVERSITY**

**FACULTY OF History, Archeology and Ethnology**

**DEPARTMENT OF World History, Historiography and Source Studies**

**APPROVED by**

**Dean of the Faculty**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nogaybaeva M.S.**

**"\_\_\_\_\_\_"\_\_\_\_\_\_\_\_ 2017**

**EDUCATIONAL-METHODICAL COMPLEX OF DISCIPLINE**

**Code " Legal regulation of the activity of archives"**

Specialty “6М011501 - Archival Studies”

Educational program “Name of the educational program”

Course 2

Semester 3

Number of credits 4,5

**Almaty, 2017**

Educational-methodical complex of the discipline is made up by G.A. Seksenbayeva, doctor of historical science, docent

Based on the working curriculum on the specialty “6М011501 - Archival Studies”

Considered and recommended at the meeting of the department of World History,Historiography and Source Studies from “\_\_\_\_” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2017, Protocol № ….

Head of department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ G.S. Sultangaliyeva

(signature)

Recommended by the methodical bureau of the faculty

“\_\_\_\_” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2017, Protocol № ….

Chairman of the method bureau of the faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ N. Tasilova

(signature)

**Al-Farabi Kazakh National University**

**Faculty of History, Archeology and Ethnology**

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**Nogaybaeva M.S.**

**"\_\_\_\_\_\_"\_\_\_\_\_\_\_\_ 2017**

**Syllabus**

**Autumn semester**

**2017-2018 academic year**

Academic information on a course

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Code of discipline | Title of discipline | Type | Quantity of hours per week | | | | Quantity f credits | | ECTS |
| Lec | Pract | Lab | |
| NPRDA 3302 | Legal regulation of the activity of archives | EC | 2 | 1 | 0 | | 3 | | 6 |
| Lecturer | Seksenbayeva G.A., d.h.s., associated professor | | | | | Office hours | | According to the schedule | |
| e-mail | E-mail: s.gulzira@mail.ru | | | | |
| Telephone numbers | Telephone: 87472960460, 225-52-42 | | | | | Room | |  | |

|  |  |
| --- | --- |
| Academic presentation of the course | The educational course "Legal regulation of the activity of archives" is an elective course in the educational program for undergraduates in the specialty "5M051500 – Archive science, document science and documentary providing"  **Course purpose:** to create professional competences of system:  **Cognitive:** ability of system representation and understanding of the legislative base of the archival sphere, specifics of scientific knowledge and methodology of a research within modern paradigms of archive science (cognitive, functional, discoursive, communicative);  **Functional:** to apply scientific knowledge and knowledge of methodology of a research in practice of the analysis of acts in the context of modern scientific paradigms; to create ability to the critical analysis, assessment and synthesis of the new ideas in the context of modern paradigms of the archival right;  **System:** to generalize, interpret and estimate the legislative base of archiving in Kazakhstan, to generalize them in the form of the scientific essay, presentation of the results and knowledge gained through the course  **Social:** to be capable to share the received results of a research with scientific community, to enter dialogue, to argue the point of view;  **Metacompetences:** to be capable to estimate the importance of the gained knowledge in own professional formation and in development of a scientific paradigm of the archival right. |
| Prerequisites | Theory and technique of archive science, History and organization of archival business, History of foreign archives |
| Literature and resources | **Literature:**  Main  1. The archival legislation in the capitalist countries//BSCTI. – M, 1990.  2. Law of RK "About National Archival Fund and Archives" of December 22, 1998.  3. Garmash V.N. Council of Europe and archives//Domestic archives, 1996. - No. 3.  4. Starostin I.V. History of foreign archives. M, 1998.  5. Seksenbayeva G.A. Archiving in foreign countries. Almaty., 2000. |
| The academic policy of a course in the context of university moral and ethical values | **Rules of the academic behavior:**  Obligatory presence on classes, inadmissibility of delay. The absence and delay on classes without preliminary prevention of the teacher are estimated at 0 points.  Obligatory observance of terms of performance and delivery of tasks (on SIW, mid-terms, control, laboratory, project works, etc.), projects, examinations. In case of violation of terms of delivery, the performed task is estimated taking into account a deduction of penal points.  **Academic values:**  Academic honesty and integrity: independence of performance of all tasks; inadmissibility of plagiarism, forgery, use of cribs, writing off at all stages of control of knowledge, deception of the teacher and disrespectful the attitude towards him (The code of honor of the student of KazNU).  Students with limited opportunities can receive the consulting help; write on the E-address s.gulzira@mail.ru, or call phone 87472960460, 225-52-42 |
| Policy of estimation and certification | **Criteria estimation:** estimation of results of education in correlation to descriptors (check of formation of competences on mid-terms and examinations).  **Summative estimation:** estimation of presence and activity of work in audience; estimation of the performed task, SIW (projects / cases / programs / …)  Formula of calculation of total assessment. |

**Calendar for the implementation of the content of the educational course:**

|  |  |  |  |
| --- | --- | --- | --- |
| Week / date | Title of the topic (lecture, practice, SIW) | Quantity of hours | Maximum point |
| 1 | 2 | 3 | 5 |
| 1 | **Lecture 1.** Introduction. Archives of Kazakhstan: current condition, problems and perspectives  **Practice 1.** Archival legislation of the Soviet period | 2  1 | 6 |
| 2 | **Lecture 2.** Subject and object of archival legislation. Archival legislation and terminology.  **Practice 2.** Subject and object of archival legislation. Archival legislation and terminology. | 2  1 | 6 |
| 3 | **Lecture 3.** Становление и развитие отечественного архивного законодательства  **Practice**  **3** Нормативные и индивидуальные акты по регулированию деятельности архивных учреждений  **SIW:** Правовые основы доступа к ретроспективной информации | 2  1 | 6  20 |
| 4 | **Lecture 4.** Закон РК «О Национальном архивном фонде и архивах». Правовые основы организации документов НАФ РК  **Practice 4** Правила комплектования архивов документами на аудиовизуальных носителях и их сохранности | 2  1 | 6 |
| 5 | **Lecture 5.** Problems of legal regulation of the order of access to archival documents  **Practice 5.** Citizens' rights to receive archival information  **SIW.** Submission of the task № 2 Legal basis of access to the retrospective information | 2  1 | 5  20 |
| 6 | **Lecture 6.** Problems of legal regulation of the order of access to archival documents  **Practice 6.** Citizens' rights to receive archival information (abstract analysis) | 2  1 | 6 |
| 7 | **Lecture 7.** Legal basis for organizing archival fund documents abroad  **Practice 7.** Activities of International Organizations in Archival Affairs (analysis of author's abstracts)  **SIW:** Submission of the task No. 3 Activities of International Organizations in Archives | 2  1 | 5  20 |
|  | **Control** |  | 100 |
| 8 | **Midterm exam** |  | 100 |
| 8 | **Lecture 8**. International congresses of archives on the legal regulation of archives.  **Practice 8**. International congresses of archives on the legal regulation of archives. |  | 5 |
| 9 | **Lecture 9** International legislation on the use of documents and information  **Practice 9.** Code of Ethics for Archivists  **SIW:** Submission of the task No. 4 Problems of access to private archives |  | 5  10 |
| 10 | **Lecture 10** Trends in the development of archival law at the turn of the 20th and 21st century.  **Practice 10** Trends in the development of archival law at the turn of the 20th and 21st century. | 2  1 | 5 |
| 11 | **Lecture 11.** Subjects of legal regulation in the field of formation of information resources. Role of national and international archival legislation  **Practice 11.** National standards in the archival sphere.  **SIWT:** Submission of task № 5. Legal and methodical support of archives (Scientific essay) | 2  1 | 5  10 |
| 12 | **Lecture 12** Modern archival legislation: development perspectives  **Practice 12** The problems of publishing of archival documents. |  | 5 |
| 13 | **Lecture 13.** Legislative aspects of the movement of cultural values, incl. archival documents on non-traditional carriers  **Practice 13.** Legislative aspects of the movement of cultural values, incl. archival documents on non-traditional carriers  **SIWП:** Submission of the task № 6. Legal and ethical standards of archival service of the society Abstract description | 2  1 | 5  20 |
| 14 | **Lecture 14.** Legal and ethical standards of archival service of the society  **Practice 14.** Rules of the reading rooms of archives |  | 5 |
| 15 | **Lecture 15.** Modern normative legal acts in the field of archives and records management  **Practice 14.** Presentation of the results of the study on the chosen method.  **SIWT:** Submission of the task № 7.Presentation and protection of the results of the study. Discussion and evaluation | 2  1 | 5  20 |
|  | **Control** |  | 100 |

Lecturer G.A. Seksenbayeva

Head of the department G.S. Sultangaliyeva

Chairman of the bureau of the faculty N. Tasilova