**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 " Structure and organizational bases of the archives of European countries"**

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 | |
|  | **Structure and organizational bases of the archives of European countries** | 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 course highlights the history of archival management in foreign countries, outlines the role of national archival legislation in the development of the archival sphere of each country, the introduction of innovative archival technologies in the practice of archives.  **The aim of the course**: to form students' scientific outlook in the general history of the archives, to introduce the basic definitions and categorical apparatus of scientific disciplines, to give a general description of the historical development of European archives, the archives reveal the essence of the main problems, develop professional competence in the system:  **Cognitive**: To know about the role of archives in the life of foreign societies and the importance of archives in the management system; obtain knowledge about automation of foreign archivistics; to analyze the specific features of the development of European archives; to reveal the problems of foreign archival science  **Functional:** To master the terminology in the field of foreign archival studies; normative documents regulating the preparation and execution of documents, and the procedure for working with them; reproduce the technology used in the organization of work with documents in foreign archives; to demonstrate the procedure for examining the value of documents in foreign archives.  **System:** to be able to use the learned standardized terms; to apply in practice the normative and methodological documents regulating the organization of foreign archives. the ability to deploy a fragment of your own research in the context of one of the paradigms and present it in the form of a project study;  **Social:** to be able to share the results of the research with the scientific community, enter into a dialogue, defend your own point of view;  **Metacompetence:** to be able to assess the significance of the results of the project research in its own professional development and in the development of the scientific paradigm of archival studies of foreign countries. |
| Prerequisites | "History of archives of Kazakhstan", "Documentology", "Fundamentals of Archival Studies" |
| Postrequisites | Theory and Methods of Archival Studies, Archival Law |
| Literature and resources | **Literature:**  Brzhostovskaya N.V. Archives and archive business in foreign countries (History and modern organization) http://www.studmed.ru/view/brzhostovskaya-nv-arhivy-iarhivnoe-delo-v-zarubezhnyh-stranah-...attachment date 30.01.15  Archives and management of documentation abroad: Main problems. Analytical review. M., VNIIDDAD. 1989. 59 p.   Brzhostovskaya N.V. Development of archival business in modern times (1918-1960). (Abstract of lectures for students of correspondence faculty of MGIAI). Ed. Prof. V.V. Maksakova. M., 1961. 204 liters.   The development of archival business from ancient times to our days. Archival work since ancient times until 1917. Ed. prof. K.I. Rudelson. M., VNIIDAD, 1979. 250 p. Part 1. N.V. Brzhostovskaya and B.S. Ilizarov.   Starostin E.V. Foreign historiography of archival studies: Proc. Help. M., MGIIA, 1986. 83 p.   Starostin E.V. Foreign Archival Studies: Problems of History, Theory and Methodology. M., 2001. 327 p.   Starostin E.V. International archival organizations and their activities: Proc. allowance. Moscow, MGIIA, 1989. 80 p.   Starostin E.V., Chudinovskikh V.A. Archives and archival business in foreign countries: Proc. allowance. Sverdlovsk. USU, 1991. 88 s  **Available Online:** The Electronic Library System of the "Lan" Publishing House |
| 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** | **Lecture 1.** Introductory - The place of archive in modern society. Types of archives. | **2** | **1** |
| **1** | **Seminar / practical / laboratory lesson.** History of origin and development of archives in foreign countries |  | **8** |
| **2** | **Lecture 2.** The composition and content of the National Archives of European countries, their significance for the world community, as monuments of history and culture | **2** | **1** |
| **2** | **Seminar 2.** The composition and content of the National Archives of European countries, their significance for the world community, as monuments of history and culture |  | **8** |
| **3** | **Lecture 3**. System of archival legislation in foreign countries | **2** | **1** |
| **3** | **Seminar 3.** Archival legislation in European countries |  | **8** |
| **3** | **SIWT (Homework, the beginning of the project, etc.).** Subject and object of the course. Sources and literature. |  |  |
| **4** | **Lecture 4.** The system of managing archives abroad at the present stage | **2** | **1** |
| **4** | **Seminar 4.** The history of the archives in Western Europe in the early Middle Ages |  | **8** |
| **5** | **Lecture 5.** The State Archive Service of France | **2** | **1** |
| **5** | **Seminar 5.** Archives of Western Europe during the late Middle Ages |  | **8** |
| **7** | **SIWT 2.** Archives of Western Europe during the late Middle Ages |  |  |
| **6** | **Lecture 6.** Archival business in Germany | **2** | **1** |
| **6** | **Seminar 6.** Archives of Western Europe in Modern Times |  | **8** |
|  | **SIWT 3.** Archives of Western Europe in Modern Times (student’s choice) |  |  |
| **7** | **Lecture 7.** State Archival Service in Italy | **2** | **1** |
| **7** | **Seminar 7.** Archives of Western Europe in modern times |  | **8** |
| **7** | **Control -** International standards and their impact on national archival legislation |  |  |
| **8** | **Lecture 8.** Managing archives in the UK | **2** | **1** |
| **8** | **Seminar 8.** Managing archives in the UK |  | **8** |
| **9** | **Lecture 9.** Modern organization of archives of Belgium | **2** | **1** |
| **9** | **Seminar 9.** Archival systems in the European countries. The notion of a "national archival system". |  | **8** |
| **9** | **SIWT 4.**. Archives of Western Europe in modern times (at the choice of the student). Modern development trends. |  |  |
| **10** | **Lecture 10.** Archives of the Netherlands | **2** | **1** |
| **10** | **Seminar 10.** Training archivists, education systems, educational institutions. |  | **8** |
| **11** | **Lecture 11.** International Council of Archives (ICA), tasks and functions. |  |  |
| **11** | **Seminar 11.** Archives as information centers in the information society. |  |  |
| **11** | **SIWT 5.** General characteristics of documentary complexes of central state archives of Central Europe |  |  |
| **12** | **Lecture 12.** System of archival institutions of Switzerland | **2** | **1** |
| **12** | **Seminar 12.** Archival Service in Switzerland |  | **8** |
| **13** | **Lecture 12.** Archives of Eastern Europe | **2** | **1** |
| **13** | **Seminar 12.** National laws on documentation and archives of Eastern Europe |  | **8** |
| **13** | **SIWT 6.**  National laws on documentation and archives of Eastern Europe |  |  |
| **14** | **Lecture 14.** Archives of Eastern Europe in the post-totalitarian period | **2** | **1** |
| **14** | **Seminar 14.** Problems of access to archival information: archival heuristics and standards for the description of archival documents in the archives of Europe. |  | **8** |
| **15** | **Lecture 15.** The appearance of electronic archives, their signs, properties and features | **2** | **1** |
| **15** | **Seminar 15.** Forms of managing archives in the modern period. The role of society in managing archives. |  | **8** |
| **15** | **SIWT 7.**  Use of archival documents abroad: marketing of archival information |  |  |
| **15** | **Control -** International standards and their impact on national archival legislation. Access to archives abroad. |  |  |

Lecturer G.A. Seksenbayeva

Head of the department G.S. Sultangaliyeva

Chairman of the bureau of the faculty N. Tasilova