

BORYS GRINCHENKO KYIV UNIVERSITY

"APPROVED"
the decision of the Academic Council of
Borys Grinchenko Kyiv University
23.03.2017 , Minutes No. 3

Chairman of the Academic Council, Rector
_____ V. Ogneviuk

ACADEMIC PROFESSIONAL PROGRAM

029.00.02 "Information, Library and Information Science"

the first (bachelor's) level of higher education

Branch of knowledge:	02 Art and Culture
Specialty:	029 Information, Library and Information Science
Qualification:	Master of Information, Library and Archives

Launched on 01.09. 2017
(Order from 26.05.2017 p. Number 348)

INREODUCTION

Academic professional program is developed according to the Law of Ukraine "On Higher Education" with the draft standard 029 specialty Information, Library and Archive Science for the second (master's) level.

Developed by a working group consisting of:

O. Voskoboynikova-Huzyeva, Doctor in Social Communication, Ph.D., Head of Library and Information Department

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External reviewers:

A. Solyanik, Doctor of Pedagogy, Professor, Head of Documentation and Book Science in Kharkiv State Academy of Culture;

M. Senchenko, Doctor of Technical Sciences, Professor, Director of the State Scientific Institution " Ivan Fedorov Ukrainian Book Chamber "

Reviews of professional associations / employers:

I. Shevchenko, President of Ukrainian Library Association, Candidate of Pedagogical Sciences, Associate Professor, Honored Worker of Ukraine, Director of the continuous Cultural and Artistic Education of the National Academy of Culture and Arts

The Programme has been launched since 2017.

The term for reviewing the program is once every 2 years.

Reviewed

Revision Date / amendments	Minutes from 20.04.2018.		
Signature			
APP guarantor name	O. Voskoboynikova - Huzyeva		

I. Profile of the Program

029 Information, Library and Archive Science

1 - General Information	
Full name of the higher educational institution and the structural unit	Borys Grinchenko Kyiv University Institute of journalism
Level of the higher education and the qualification (in original language)	Bachelor; Bachelor of Information, Library and Archives
Official title of the Program	029.00.02 "Information, Library and Archives Science"
Type of diploma and volume of the Program	Bachelor's degree, unitary, 240 credits term of study - 3 year 10 months
Accreditation	The accreditation commission. Ukraine. Certificate - Series UK number 1187354 Validity -to 07/01/2021.
Cycle / Level	Ukraine NLC – 7th level, FQ-EHEA - first cycle, EQF-LLL – 6th level
Prerequisites	Certificate of full secondary education
Language (s) of Teaching	Ukrainian
Validity of Educational programs	Valid to 07/01/2021.
Internet address of the Educational program	http://kubg.edu.ua/
2 - The Program Objectives	
The aim of the Programme is to prepare professionals in information and library areas with, that can quickly solve complex problems and specialized practical problems in socio-cultural, educational and scientific sphere due to the future recruitment.	
3 - Characteristics of the program	
Subject area	Culture and art; Information, Library and Archives Science The ratio of compulsory and elective parts: - general and special (professional) competencies in the specialty - 180 ECTS credits (75%); - specialization - 60 ECTS credits (25%),: free choice subject - 20 ECTS credits. The share of practice: 45 ECTS credits (19%)
The Program data	Academic Professional Program The program has an applied focus, aimed at training professional with information activities for scientific, educational, cultural and communication fields of activity
The main focus of the program and specialization	Special education in the field of information, library and archives
Features	
4 – Eligibility of graduates for employment and further education	
Employment Eligibility	Jobs in libraries, museums and archives; information and resource centers; Information-analytical services government agencies, private companies, educational institutions; Marketing departments in institutions of social sphere.

	<p>According to the National classification of professions DK 003: 2010 professionals who have been educated by the educational program "Information, Library and Archive Science" can occupy the following positions:</p> <p>343 - technical specialists in the field of management; 3431 - secretaries of administrative bodies; 2431 - keepers and archivists in museums and libraries; 2432 - professionals in sphere of library business and film programs; 2433 - professionals and information analysts; 3434.1 - assistant heads of enterprises, institutions and organizations; 3435 – accountancy organizers; 3435.1 - accountancy organizers (state institutions); 3435.2 - accountancy organizers (culture); 3436 – manager assistant; 3436.1 - assistant head of the enterprises (institution, organization); 3436.1 – personal assistant; 3436.2 - assistant head of another main unit; 3436.3 - assistant head of a small enterprise without a device information analysis; 4141 - archivist; 4141 - bureau (office) employee (library); 4141 - bureau (office) officer (documents copying); 4141 - bureau (office) employee (document systematization); 4141 - bureau (office) employee (photocopying); 4141 - information material handler; 4141 - collector of reference and information material; Professional titles for International Standard Classification of Occupations 2008 (ISCO-08): 33 - Business and administration associate professionals (professional in business and administration) 333 - Business services agents (business representative) 334 - Administrative and specialized secretaries (administrative and special secretaries)</p>
Further training	Further education at the second (Master`s) level in information activities of libraries, archives and related sciences.
5 - Teaching and Assessment	
Teaching and Education	Student-centered method is based on principles and individual and personal approach; implemented through training through research, strengthening the practical orientation and creative direction in the form of a combination of lectures, workshops, independent learning and research with elements of distance learning projects, work placements, training and protection of educational and academic practices and course papers.
Assessment	Accumulation of score-rating system that provides student assessment for all types of classroom and outside the classroom educational activities (current, modular, final control). Module tests, general tests, defense of practice reports, written examinations, complex exam.
6 - Program competences	
Integrated competence	The ability to solve complex and specialized tasks practical problems in the field of information, library and archives or in the process of learning that involves the use of methods of the provision of information and techniques, library and archives and characterized by complexity and uncertainty conditions.

General competencies (GC)	GC-1	Critical thinking. The ability to analyze, verify, assess the completeness and accuracy of information in the course of professional activities as necessary to complement and synthesize the missing information; the ability to adapt your thinking to solve problems under changed circumstances or non-standard situations.
	GC-2	Formation of judgments and right decisions. Ability to apply knowledge in practical situations. Understanding of professional activity and chosen subject area. Ability to make grounded decisions. The ability to be well-oriented in every situation and be able to find different solutions; formulate the task and have personal standpoint, to be able to choose the valid solution onto the problem, be able to analyze, comprehend and represent the results in proper way.
	GC-3	Communication. Ability to written and oral communication in Ukrainian and at least one of the common European languages; ability to speak clearly and to be convincing; to be able to use modern informational and communicative technologies
	GC-4	Cognitive Flexibility. Ability to find comprehensive solution to the problem. Ability to find, process and analyze information from various information resources (electronic, written, archival and oral) to perform precise practical tasks.
	GC-5	Ability to assess and ensure the quality of work
	GC-6	Interaction and negotiation. Ability to work in a team. Ability to communicate with representatives of other professional groups (experts from other fields of knowledge / types of economic activity).
Professional competencies (PC)	PC-1	Providing selection, analysis, evaluation, systematization, monitoring, organization, storage, distribution and provision of information and knowledge in any form. Analytical and synthetic processing of documents and information, to be able to prepare relevant analytical reviews, abstracts of scientific articles and monographs.
	PC-2	Ability to use the methods of systematization, research, preservation and classification of information for different which are intended for various media (content). To be able to correlate with issues which are related to development and implementation of technological processes of systematization, processing, acquisition, saving the data (funds) on various media; ability to provide various information and librarian services to user.
	PC-3	Applying modern computer technologies and software for solving professional tasks. Implementing information technologies to solve practical problems within library and information industry; ability to use specific methods of documents bibliography, annotation and referencing, methods of systematization, subject-matter and coordinate indexing of documents; the ability to conduct informational monitoring on the basis of Internet resources for precise queries.
	PC-4	Ability to analyze consistent pattern of document flow, files and electronic data.
	PC-5	Creating precise, concise and accurate management

		documentation in accordance with current standards. To be well-oriented in library-informational and archival legislation, state's authorities documents and administration, charters of various information agencies; ability to provide operations which are related with the conversion of resources into products; possibility to compile statistical and informational reports on the basis of standard methods, to keep records; to create conditions for improving the staff's cultural eligibility, its continuing education.
	PC-6	Maintaining business communication with all subjects of the information market, users, partners, bodies of authorities and management, mass media.
	PC-7	Ability to implement innovative technologies for the production of information products and services, improving the quality of information services for libraries and archives users.
	PC-8	Designing and creating informational systems, resources, products, systems and services. Ability to apply the knowledge related with main marketing components of library information products and services; Ability to create various texts of informational advertising (in print, print, street and transport advertising, radio advertising, TV commercials); the ability to form a public opinion about libraries, archives, to coordinate operationally the structure and content of additional paid services in accordance with situational (conjunctures) changes in the external environment and internal work of the library, archive, information center.
	PC-9	Ability to use and improve automated information retrieval systems, organize digital archives, electronic libraries, problem-oriented thematic databases and data banks. Ability to use regulated sources of information, methods, strategies and means of its processing and saving; ability to apply the are related with usage of the acquisition methods, bookstore repertoire, book distribution companies, information and publishing centers, as well as knowledge of information and bibliographic editions, (acquisition departments of national, public, scientific, special libraries, children's, school, archives.
	PC-10	Ability to further education with a high level of autonomy.
Additional professional competence (APC)	APC-1	For specialization "archival studies". Research and development of methodological and organizational foundations of archival affairs, envisaged by the curriculum in the framework of this specialization.
	APC-2	For specialization "document studies". Ability to use skills which are related with exploration of formation and functioning of the documents, the exploration of which is allowed by curriculum within the framework of the designated specialties, in addition to the usage of separate computer programs and information technology.
7 - Program Educational Results		
Knowledge and understanding	PER-K-1	Ability to use the knowledge of information analysis with the subsequent ability to synthesize new implementations based on logical arguments and verified facts.

	PER-K-2	Ability to use the knowledge of legal and ethical relations and the basics of psychological peculiarities of behavior.
	PER-K-3	Understanding contemporary situation in a mass communication within information society; awareness in legal norms, legislative settings in the library-informative industry; awareness of development processes and functioning of Ukrainian and foreign libraries, archives.
	PER-K-4	Awareness about personality psycho-types, sociological types; ability to use various types of consciousness impacts; the ability to apply technology of forming public opinion, general awareness in professional terminology.
	PER-K-5	Ability to understand interdisciplinary connections, the ability to find out the essence of the same concept (process, phenomenon) from the standpoint of information, library and archival subject.
	PER-K-6	To be awareness about the basic principles and concepts of development of informational, library and archive science.
	PER-K-7	Providing professional communication in native language in various spheres (public life) and the ability to communicate in foreign languages (at least one)
Applying knowledge and insights	PER-I-1	Conducting research on documental problems using appropriate scientific methods.
	PER-I-2	Ability to create bibliographic and informational products (traditional and electronic form).
	PER-I-3	Ability to carry out all possible types of secondary information researches in information systems and networks.
	PER-I-4	Ability to apply the basics of scientific work in the library and information industry (preparation of analytical certificates, express surveys, questionnaires).
	PER-I-5	Ability to negotiate agreements with institutions and organizations towards the library activities, particularly, with book sharing and book publishing firms of various ownership forms with the purpose of current library fund acquisition.
	PER-I-6	Ability to create documents classification by different categories.
	PER-I-7	Ability to use rational research methods and use scientific and technical information, including electronic means of information networks, ability to use informational resources, including digital ones.
	PER-I-8	Planning and conducting marketing research to use and revise results for practical activities of the library and archive, and on the stage of developing a strategy for their activity.
	PER-I-9	Ability to form document flow, conduct analytical-synthetic processing, ability to perform documental systematization and cataloging, ability to conduct referential bibliographic and graphic service
	PER-I-10	Ability to form the system of sectoral bibliographic and informational resources (traditional and digital).
	PER-I-11	Ability to determine the classification numbers for documents, using classification tables, rubricates classifiers, thesauruses, etc.

	PER-I-12	Analyzing international software for the creation of global and local networks (systems).
	PER-I-13	Ability to provide library with the Internet and ability to serve the users (with the help of latest technologies).
	PER-I-14	Ability to organize library fund, archive and information centers.
	PER-I-15	Ability to keep registration forms of documents.
	PER-I-16	Conducting current and retrospective acquisition of the library fund; ability to accept, register, and process the acquired documents, which were addressed to library or archive.
	PER-I-17	Ability to set up mass events of information service, ability to use different forms of library communication.
	PER-I-18	Ability to formulate and execute orders, commands, other organizational and reference information documents in a proper way; to participate in the development of regulations towards structural units, job descriptions; organize reception of materials and documents, their registration and accountancy.
Additional program educational results	A-PER-1	<i>(additional information for specialization "archival studies")</i> . Ability to use the methods of subjects, which covers the political, scientific, legal and practical issues of organization of archival documents and working institutions.
	A-PER-2	<i>(additional information for specialization "document studies")</i> Ability to use the subject methods, which have been developing on the basis of the theory of information activity as one of the new scientific modern directions, determines that any necessary society activity is based on the information process.
8 - Resource support for the Programme Implementation		
Staff support		Staffing educational program consists of the faculty of the Department of Library And Information, Institute of Journalism. By teaching particular subjects according to their competence and experience of the involved faculty departments Ukrainian language; English language; philosophy; advertising and public relations. Practically oriented character education program provides broad participation of practitioners that directly correspond to the program that enhances the synergistic relationship of theoretical and practical training.
Resources and technical support		Equipped with special hardware and software computer classes.
Information and educational support		Library electronic resources, electronic scientific publications, e-learning courses with the possibility of distance learning and self-study, cloud services Microsoft.
9 – Academic Mobility		
National credit mobility		
International credit mobility		Agreements on Academic Mobility (Erasmus + K1) of the University of Vilnius (Lithuania).
Foreign students education		

II. The list of program components and their logical sequence

2.1. List of components

Code e/d	Components of the programme (training courses, course projects (papers), practice, qualifying paper)	Amount of credits	The form of control
1	2	3	4
Compulsory components			
<i>Formation of general competencies</i>			
CSG.01	University studies	4	credit
CSG.02	Ukranian studies	6	exam
CSG.03	Philosophical studies	4	exam
CSG.04	Physical education	4	credit, credit
<i>Formation of specialty (professional) competence</i>			
CSP.01	Modern informational systems and technologies within library, archival and information	6	exam
CSP.02	Foreign language for professional purposes	13	credit, credit exam, exam
CSP.03	History of Ukrainian and foreign literature	4	credit
CSP.04	History of world culture	4	credit
CSP.05	Social communications	4	credit
CSP.06	Bibliography Studies	4	credit
CSP.07	Library science. History of library science	8	credit, exam
CSP.08	Document Studies	5	exam
CSP.09	Bibliographic studies. Bibliographic activity	7	credit, exam
CSP.10	Analytical and synthetic processing (cataloging) of documents	6	exam
CSP.11	Science Studies	4	credit
CSP.12	Archival Studies	5	exam
CSP.13	International informational resources	4	credit
CSP.14	Funds Studies	5	exam
CSP.15	Information service for libraries, archives and information users	5	exam
CSP.16	Management of the library-informational and archival industries	6	exam
CSP.17	Marketing of information products and services	4	credit
CSP.18	Automatisation of library and bibliographic Processes and archival technologies	5	exam
CSP.19	State information policy	4	credit
CSP.20	Intellectual freedom and access to information	4	exam
CSP. 21	Project activity of libraries, archives and informational institutions	5	exam
CSP. 22	International information cooperation	4	credit
CSP.23	Coursework in documentary studies, library science, archival studies	2	credit
CSP.24	Course work in library and archival technologies	2	credit
<i>Total</i>		<i>120</i>	-
<i>Practice</i>			
CP.01	Educational (library)	3	credit
CP.02	Educational (archival)	3	credit
CP.03	Internship (technological)	12	credit

CP.04	Internship (organisational)	15	credit
<i>Total</i>		33	-
Certification			
CA.1	Complex exam in major subjects (CSP.07-10, CSP.12	1,5	
	Bachelor`s Paper preparation	6	
CA.2	Bachelor`s Paper defense (CSP.15-18, CSP 21-22)	1,5	
Total amount of components:		180	
Elective components			
<i>elective block 1 (specialisation «Archival studies»)</i>			
ESS.1.01	History of archival studies	4	exam
ESS.1.02	Documentation management	4	credit
ESS.1.03	Research and methodological work in the archives	4	credit
ESS.1.04	Archival informational systems	4	exam
ESS.1.05	Technotronic archives	4	exam
ESS.1.06	Foreign archives and foreign fund Ukrainika	4	credit
ESS.1.07	Information in archival studies	4	credit
EP.1.02	Internship practice in minor	12	credit, credit
ES.1	Choice from subjects catalog	20	credit
<i>Total (by specialisation)</i>		60	
<i>elective block 2 (specialisation «document studies»)</i>			
ESS.2.01	Governance studies	4	credit
ESS.2.02	Administrative document science	4	exam
ESS.2.03	Special document science	4	credit
ESS.2.04	Documentation management	4	exam
ESS.2.05	E-governance studies	4	exam
ESS.2.06	Informational management assurance	4	credit
ESS.2.07	Informational technologies in document studies	4	credit
EP.2.02	Internship practice in minor	12	credit, credit
ES.2	Choice from subjects catalog	20	credit
<i>Total (by specialisation)</i>		60	
Total amount of elective components		60	
PROGRAM TOTAL		240	

III. Graduates' Certification

The certification of graduates of the program 029 Information, Library and Archive Science is performed in the form of public defense of qualification bachelor`s paper in the major. Graduates receive standard certificate with the qualification "**Bachelor of information, library and archives.**"

Attestation of graduates is open and public.

		Archival studies 5 (cred).					
		International informational resources (4 cred).					
				Funds Studies 5 (cred).			
		Information service for libraries, archives and information institutions users					
		1 cred.	4 cred.				
					Management of the library-informational and archival industries (6 cred.)		
				Marketing of information products and services (4 cred)			
			Automatisation of library and bibliographic Processes and archival technologies				
			3 cred.	2 cred.			
					State information policy (2 cred.)		
	Intellectual freedom and access to information (4 cred.)						
				Project activity of libraries, archives and informational institutions (5 cred.)			
					International information cooperation (4 cred.)		
			Course paper in documentary studies, library science, archival studies (2 cred.)				
					Course paper in library and archival technologies (2 cred.)		
Practice							
			Educational (library) (3 cred.)				

					Educational (archival) (3 cred.)		
						Internship in minor (12 cred.)	
							Internship (organisational) (15 cred.)
Certification							
							Complex exam in major (CSP.07-10, CSP.12 (1.5 cred)
							Bachelor's Paper preparation (6 cred.)
							Bachelor's Paper defense (CSP.15-18, CSP 21-22) (1.5 cred.)

