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|  **UNIVERSITY OF NIŠ** |
| **Course Unit Descriptor** | **Faculty**  | **Faculty of Philosophy** |
| **GENERAL INFORMATION** |
| Study program  | **History**  |
| Study Module (if applicable) |  |
| Course title | **The technique of scientific work with the archival science** |
| Level of study | ☐Bachelor ☐ Master’s **☒** Doctoral |
| Type of course | **☒** Obligatory ☐ Elective |
| Semester  |  **☒** Autumn ☐Spring |
| Year of study  | I |
| Number of ECTS allocated | 8 |
| Name of lecturer/lecturers | Božica Mladenović, Slaviša Nedeljković, Đorđe Đekić, Vladimir Aleksić, Miloš Đorđević, Miroslav Pešić, Irena Ljubomirović, Jasmina Šaranac Stamenković |
| Teaching mode |  ☐Lectures ☐Group tutorials ☐ Individual tutorials ☐Laboratory work ☐ Project work ☐ Seminar ☐Distance learning ☐ Blended learning ☐ Other |
| **PURPOSE AND OVERVIEW (max. 5 sentences)** |
| Introducing PhD students to the methodology of scientific research, the possible ways of using and processing the historical material, as well as ways in which they can present scientific results. Introducing students to the basic knowledge and methods of collecting, archiving, classification and use of archival material. Through theoretical and practical work, PhD students are trained to explore the most important issues of archival theory and practice (protection of archive material, publishing material etc). |
| **SYLLABUS (brief outline and summary of topics, max. 10 sentences)** |
| 1. The history of libraries 2. Basic principles of library science 3. Cataloguing and processing of books 4. Libraries in Serbia 5. Latin palaeography 6. Cyrillic palaeography 7. Chronology 8. The history of archives 9. Archives in the more specific sense 10. Use of libraries and archives in a scientific work 11. The collection and processing of sources 12. Principles of scientific work 13. The methods of citation in scientific work 14. Correction 15. Finishing workPractical lessons (work on texts and practical material):1. The ways of cataloguing in libraries 2. Alphabetical directory 3. The thematic catalogue 4. UDK Catalogue5. Processing books 6. Latin palaeography. 7. Cyrillic palaeography 8. Catalogue in archival science 9. Abstract 10. Search for documentation 11. The collection of sources 12. The organization and arrangement of materials 13. The classic method of citation 14. Harvard method of citation 15. The preparation of the manuscript for printing |
| **LANGUAGE OF INSTRUCTION** |
| **☒**Serbian (complete course) ☐ English (complete course) ☐ Other \_\_\_\_\_\_\_\_\_\_\_\_\_ (complete course)☐Serbian with English mentoring ☐Serbian with other mentoring \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **ASSESSMENT METHODS AND CRITERIA** |
| **Pre exam duties** | **Points** | **Final exam** | **points** |
| **Activity during lectures** | **10** | **Written examination** |  |
| **Practical teaching** | **30** | **Oral examination** | **60** |
| **Teaching colloquia** |  | **OVERALL SUM** | **100** |
| **\*Final examination mark is formed in accordance with the Institutional documents** |