## PEDAGOGICAL INSTITUTE

## ARCHIVES AND

## RECORDS MANAGEMENT

The program allows students to gain fundamental knowledge in the professional field; to apply theoretical knowledge in archives and record management. Program also forms teamwork and leadership skills. Graduates are able to carry out documentation and information support of the manager's activity, execute personnel documents and control the process of personnel document management, organize the storage of documents in the organization.


## ARCHIVES AND RECORDS MANAGEMENT

LEVEL Bachelor<br>DEPARTMENT<br>Pedagogical Institute

## DURATION 4 years

## START DATE 1st September

LOCATION 308015, building 3
st. Studencheskaya, 14, Belgorod

## LANGUAGE Russian

## ACADEMIC-RELATED ENOUIRIES

polovneva@bsu.edu.ru
8(4722)30-18-53

## TUITION FEES

2380 USD

- currency of payment is ruble


## WEB

bsuedu.ru/bsu/

## ENTRY REOUIREMENTS

Applicants with a bachelor's degree, as well as people with a higher professional education, confirmed by the assignment of the qualification "certified specialist", have the right to participate in the competition for places funded from the budget allocations of the federal budget. Admission is based on an entrance test.

## APPLICATION

Application for acceptance of documents for enrolment (by mail)
Consent to the processing of personal data of the applicant. Letter of consent
Identity document, citizenship
Academic degree
Documents confirming the individual achievements of the applicant
An agreement on the provision of paid educational services (for admission on a contractual basis)

## PROGRAM STRUCTURE

The structure of the Bachelor's program includes the following parts: disciplines, practice and state final certification. The Bachelor's program has a compulsory part and a part formed by the participants of educational relations. The program provides the implementation of disciplines in philosophy, history (history of Russia, general history), foreign language, life safety, physical education and sports, etc. Bachelors are offered a large number of elective courses. The main kinds of educational activities are lectures, practical and laboratory classes. Training and work practices, preparation for the defense procedure and defense of the graduation qualification work are also provided.

## CAREER OPPORTUNITIES

Area of graduates' professional activity: administrative and office activity (in the sphere of organizational and documentary support of organizations. Graduates have the opportunity to work in all departments of state, municipal, commercial, public organizations and institutions, in documentation services management, human resources and archival services and in positions requiring higher education.

