

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
"LVIV POLYTECHNIC" NATIONAL UNIVERSITY



EDUCATIONAL AND SCIENTIFIC PROGRAM

«Information, Library and Archival Studies»

LEVEL OF HIGHER EDUCATION	the second (master's) level
DEGREE OF HIGHER EDUCATION	MASTER
FIELDS OF KNOWLEDGE	02 Culture and Art
SPECIALTY	029 Information, Library and Archival Studies

Considered and approved Academic  
Council of the University

from «13» 09 2022

Minutes № 86

Lviv 2022

**LETTER OF AGREEMENT**  
**of educational and scientific program**

Level of Higher Education    the second (master's) level

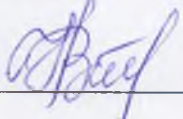
Fields of Knowledge            02 Culture and Art

Specialty                            029 Information, Library and Archival Studies

**APPROVED**

Scientific and Methodological  
Commission of the specialty 029  
«Information, Library and Archival  
Studies»  
Minutes № 4  
from « 22 » 06 2022

Chairman of the SMC specialty  
029 «Information, Library and Archival  
Studies»

  
\_\_\_\_\_ N. Vovk

**RECOMMENDED**

Scientific and Methodological Council  
of the University  
Minutes № 64  
from « 29 » 08 2022

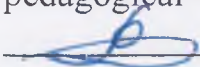
Chairman of the SRC specialty  
  
\_\_\_\_\_ A. Zahorodniy

Department of Social Communication  
and Information Activities

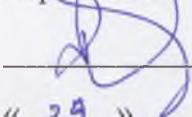
Minutes № 15  
from « 22 » 06 2022

Head of Department of SCIA  
  
\_\_\_\_\_ O. Markovets

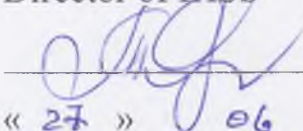
**ПОГОДЖЕНО**

Vice-rector for scientific and  
pedagogical work  
  
\_\_\_\_\_ O. Davydchak  
« 29 » 08 2022

Head of the educational and methodical  
department

  
\_\_\_\_\_ V. Sviridov  
« 29 » 08 2022

Director of IHSS

  
\_\_\_\_\_ Y. Turchyn  
« 27 » 06 2022

## PREFACE

Developed in accordance with the requirements of the standard of higher education in the specialty 029 Information, library and archival affairs for the second (master's) level of higher education (Order of the Ministry of Education and Culture No. 728 of 05.24.2019) by the working group of the scientific and methodological commission of the specialty 029 Information, Library and Archival Studies in the composition:

Komova M.V. Ph.D., associate professor of the SKIA department

Vovk N.S. – Candidate of Science in Science, Associate Professor of the SKIA Department

Dumansky N. O. – teacher of the SKIA department

Savruk L.A. - head of the personnel department of the Department of Education and Science of the Lviv Regional State Administration

Guarantor

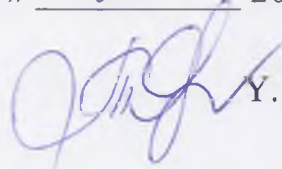


Ph.D., Assoc. Prof., O. Markovets

The Project of The Educational and Professional Program was Discussed and Approved at the Meeting of the Academic Council of the Educational and Scientific Institute of the Humanities and Social Sciences

Minutes № 4 from «27» 06 2022 p.

Head of Academic Council of IHSS



Y. Turchyn

The Project of the Educational and Professional Program was Discussed and Approved at the Meeting of the SCR Specialty Of The Institute Of The Humanities And Social Sciences

Minutes № 10 from «22» 06 2022 p.

Chairman of the SMC of IHSS



N. Vovk

Approved and entered into force by the Order of the Rector of the «Lviv Polytechnic» National University from «    »                      2022 №     .

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**1. Profile of the Master's program  
in specialty 029 «Information, Library and Archival Studies»**

<b>1 – General information</b>	
<b>Full name of the institution of higher education and structural unit</b>	Lvivska Polytechnica National University
<b>Level of higher education</b>	the second (master's) level
<b>Degree of higher education</b>	Master of information, library and archival science
<b>The name of the field of knowledge</b>	02 Culture and Art
<b>Name of specialty</b>	029 Information, Library and Archival Studies
<b>The official name of the educational program</b>	Information, Library and Archive Science
<b>Type of diploma and scope of the educational program</b>	Bachelor's degree, single, study period 1.5 years. The amount of ECTS credits required for obtaining the second (master's) level of higher education from the educational program "Information, library and archival affairs" based on the higher education degree "Bachelor" is 90 ECTS credits.
<b>Restrictions on forms of education</b>	None
<b>Educational qualification</b>	Information, Library and Archival Studies
<b>Qualification in diploma</b>	The degree of higher education is a master's degree Specialty - 029 Information, Library and Archival Studies Educational program - Information, Library and Archival Studies
<b>Description of the subject area</b>	<p>Objects of study and activity: institutions and infrastructure that provide creation, distribution, accumulation, storage, archiving, access to information and knowledge in any formats; theories, processes, technologies and standards that contribute to the formation, maintenance and use of information resources of institutions.</p> <p>Training goals: training specialists capable of solving complex specialized tasks and practical problems in the field of information, library and archival affairs, which are characterized by the complexity and uncertainty of conditions and involve the application of provisions and methods of information, library and archival affairs.</p> <p>Theoretical content of the subject area: systems of information, library and archival institutions; technologies and systems of information, library and archival management.</p> <p>Methods, techniques and technologies: methods and technologies of information, library and archival work; methods and technologies of formation, use and research of information, library and archival resources; management of documentation processes; analysis and synthesis of information; comprehensive analysis of information, library and archival institution activities.</p>

	Tools and equipment: computer, network and software, multimedia tools; systems of electronic document circulation, electronic libraries and archives; information, library and archive systems; systems for processing text, graphics, audio and other information.
<b>Academic rights of graduates</b>	The possibility of studying in doctoral programs in information, library and archival affairs. Acquisition of additional qualifications in the system of postgraduate education from other master's programs.
<b>Basic concepts and their definitions</b>	The program uses basic concepts and their definitions in accordance with the standard of higher education, specialty 029 Information, Library and Archival Studies.
<b>2 - Characteristics of the educational program</b>	
<b>Orientation of the educational program</b>	The educational and professional program is based on well-known provisions and results of modern scientific research in information, library and archival affairs, within which a further professional and scientific career is possible
<b>The main focus of the educational program and specialization</b>	The educational and professional program has three practical lines: information management; management of libraries and archives, social communications and information activities
<b>3 – Employability of graduates</b>	
<b>Suitability for employment</b>	Jobs in the public and private sectors in the field of information, library and archival affairs, in particular: management of information products and services, information management, PR technologies, community management, administrative management, public administration, information consulting, data management
<b>4 – Teaching and assessment</b>	
<b>Teaching and learning</b>	A combination of lectures, laboratory work, practical classes, independent work on solving problems; completion of coursework, consultations with teachers, preparation of master's qualification thesis
<b>Assessment</b>	Exams, tests, current control, defense of coursework, defense of master's qualification work
<b>5 - Program competencies</b>	
<b>Integral competence (INC)</b>	Ability to solve complex tasks and practical problems in the information, library and archival field or in the learning process, which involves research and / or innovation and is characterized by uncertainty of conditions and requirements.
<b>General competencies (GC)</b>	GC.1. Ability to abstract thinking, analysis and synthesis. GC.2. Ability to generate new ideas (creativity). GC.3. Ability to identify, formulate and solve problems. GC.4. Ability to motivate people and move towards a common goal. GC.5. Ability to show initiative and entrepreneurship. GC.6. Ability to evaluate and ensure the quality of works performed.
<b>Professional competence of specialty (PC)</b>	PC.1. Ability to form an effective management system for information, library and archival activities. PC.2. Ability to organize work and manage information and analytical departments at enterprises, organizations and institutions, in particular in archival and library. PC.3. Ability to use automated technologies to solve practical, managerial, research and forecasting problems in professional activities. PC.4. Ability to apply technologies and procedures of analytical and synthetic processing of scientific and management information.

	<p>PC.5. Ability to track trends in the subject area by analyzing information flows and arrays.</p> <p>PC.6. Ability to use computer technology to improve professional activity, understand the principles of design and operation of automated databases, the Semantic Web, web services and social media.</p> <p>PC.7. Ability to use in professional activities knowledge of scientific principles and methods of archival science and library science, strategies, models, standards and methods of development and administration of library and archival systems.</p> <p>PC.8. Possession of scientific and methodological principles of education and innovative approaches to professional training of information specialists; planning of own scientific and pedagogical activity.</p> <p>PC.9. Ability to organize and implement marketing activities of information institutions.</p> <p>PC.10. Ability to provide effective management of innovative projects.</p> <p>PC.11. Ability to determine the specifics of the subject area of activity for the tasks formulation of automation of information processes.</p> <p>PC.12. Ability to carry out information monitoring.</p>
<b>Professional competencies of professional orientation (PCP)</b>	<p style="text-align: center;"><b>Block 01 "Information Management"</b></p> <p>PCP.1.1. Ability to maintain business communication and use social communication resources on the INTERNET</p> <p>PCP.1.2. Ability to implement marketing technologies of information products and services.</p> <p>PCP.1.3. Ability to apply information management technologies, document communications in social systems</p> <p style="text-align: center;"><b>Block 02 "Management of libraries and archives"</b></p> <p>PCP.2.1. Ability to implement modern theories in computer science, library science and archival science</p> <p>PCP.2.2. Ability to apply technologies of information activities in public authorities and administration.</p> <p>PCP.2.3. Ability to implement quality management to manage of library and archival institutions</p>
<b>6 – Program results of learning</b>	
<b>Knowledge (KN)</b>	<p>KN.1. Form strategies of system organization, modernization, increase of efficiency of management of information, library and archival activity.</p> <p>KN.2. Carry out the organization and management of information and analytical activities at enterprises and institutions.</p> <p>KN.3. Carry out procedures for analytical and synthetic processing of scientific and management information.</p> <p>KN.4. Possession methods of biblio- and webometric analysis of information flows and arrays.</p> <p>KN.5. Carry out marketing research of the market of information products and services.</p> <p>KN.6. Use applied socio-communication technologies to organize effective communication at the professional, scientific and social levels based on tolerance, dialogue and cooperation.</p> <p>KN.7. Apply legislative and regulatory documents governing the functioning of the information sphere.</p> <p>KN.8. Apply legislation governing copyright management in the information field.</p>
<b>Skills (SK)</b>	<p>SK.1. Create and implement information products and services demanded by consumers.</p>

	<p>SK.2. Develop models of the subject area, apply the principles of designing automated databases, semantic web, web services and social media in information activities.</p> <p>SK.3. Apply technologies to create and support the functioning of electronic libraries and archives, study and fulfilling the information needs of users.</p> <p>SK.4. Develop projects to automate the formation of information resources of library and archival institutions.</p> <p>SK.5. Use knowledge and skills in data collection, modeling of document and information systems and their resources in the analysis of the competitiveness of the institution.</p> <p>SK.6. Use application software to solve management and / or scientific problems based on a combination of human intellectual abilities with the functionality of information systems.</p> <p>SK.7. Use methods of value examination, systematization, document accounting and formation of archival funds.</p>
<b>Communication</b>	<p>COM.1. Ability to communicate, including oral, written and electronic communication in Ukrainian and one of the foreign languages (English, German, Italian, French, Spanish).</p> <p>COM.2. Ability to use a variety of methods, including information technology, to communicate effectively at the professional and social levels.</p>
<b>Autonomy and responsibility (A&amp;R)</b>	<p>A&amp;R.1. Ability to adapt to new situations and make decisions.</p> <p>A&amp;R.2. Ability to realize the need for lifelong learning in order to deepen the acquired and acquire new professional knowledge.</p> <p>A&amp;R.3. Ability to treat the work responsibly and achieve the goal in compliance with the requirements of professional ethics.</p> <p>A&amp;R.4. Ability to demonstrate an understanding of the basic principles of occupational safety and health and their application.</p>
<b>7 – Resource support for program implementation</b>	
<b>Specific characteristics of human resources</b>	More than 90% of scientific and pedagogical workers involved in teaching professionally oriented disciplines in the specialty "Information, library and archival affairs" have scientific degrees and academic titles.
<b>Specific characteristics of material and technical support</b>	The use of modern equipment and software of leading IT companies, in particular the suite of office programs Office 365, MS Visio, MS Project, LiberOffice, Gimp, Inkscape, Wordpress, Joomla.
<b>Specific characteristics of informational and methodological support</b>	Use of the virtual learning environment of the National University "Lviv Polytechnic" and author's developments of scientific and pedagogical workers.
<b>8 – Academic mobility</b>	
<b>National credit mobility</b>	Based on bilateral agreements between National University "Lviv Polytechnic" and the Technical University of Ukraine/
<b>International credit mobility</b>	Based on bilateral agreements between National University "Lviv Polytechnic" and schools partner countries

## 2. Distribution of content educational component of the educational and scientific program by groups of components and training cycles

№	Training cycles	The amount of study load of the postgraduate student (credits /%)		
		Required components of the educational component	Selective components of the educational complex	Total for the entire period teaching
1	2	3	4	5
1.	Cycle of general training	3/3	3/3	6/6
2.	Cycle of professional training	64/71	20/23	84/94
Total for the entire period of study		67/74	23/26	90/100



### 3. List of components of the educational component of the educational and scientific program

discipline code	Components of the educational complex	Number of credits	Form final control
1	2	3	4
<b>Mandatory components of the specialty</b>			
<i>1. Cycle of general training</i>			
MK1.1	Computer-linguistic services for scientific researches	3	Exam
Total per cycle:		3	
<i>2. Cycle of professional training</i>			
MK2.1	Internet technologies of information resources processing	6	Exam
MK2.2	Information analytics in libraries and archives activities	6	Exam
MK2.3	Information Technologies of Business Organization	5	Test
MK2.4	Ukrainian as a foreign language	3	Test
MK2.5	Data and Knowledge Management Technologies	5	Exam
MK2.6	Management Workflow Technology	5	Exam
MK2.7	Information analytics in libraries and archives activities (Coursework)	2	Test
MK2.8	Management Workflow Technology (Coursework)	2	Test
MK2.9	Master's Thesis Internship	9	Test
MK2.10	Master's Thesis Preparation	18	-
MK2.11	Master's Thesis Defence	3	-
Total per cycle:		64	
Total per group of mandatory components:		67	
<b>Elective components of the educational and professional program</b>			
<b>Selective component blocks</b>			
<i>1. Cycle of general training</i>			
Total per cycle:		3	
<i>2. Cycle of professional training</i>			
<b>Selective components of block 01: Information management</b>			
EL1.1	Informational Technologies of Global Networks	4	Test
EL1.2	Management of Project Activities	4	Exam
EL1.3	Technologies of Information Management	5	Exam
EL1.4	Technologies of Information Management (Coursework)	2	Test
Total per cycle:		15	
<b>Selective components of block 02: Management of libraries and archives</b>			
EL2.1	Work organization with archival and library funds	4	Test
EL2.2	Marketing of library and archival services.	4	Exam
EL2.3	Management of the Quality of Library and Archival Studies	5	Exam
EL2.4	Management of the Quality of Library and Archival Studies (Coursework)	2	Test
c		15	
<b>Elective components of other educational and professional programs</b>			
Total per cycle:		5	
Total for a group of selective components:		23	
Total from the educational and professional program:		90	

#### 4. Form of attestation of applicants of higher education

<b>Forms of attestation of higher education applicants</b>	Attestation is carried out in the form of a public defense of the qualification work
<b>Requirements for the qualification work</b>	<p>The qualification work should involve the solution of a complex specialized task in the field of information, library and archival affairs, characterized by the complexity and uncertainty of the conditions, with the use of computer and software tools.</p> <p>There should be no academic plagiarism, falsification, or plagiarism in the qualification work.</p> <p>The qualification work must be saved in the repository of theses of the Lviv Polytechnic National University.</p>

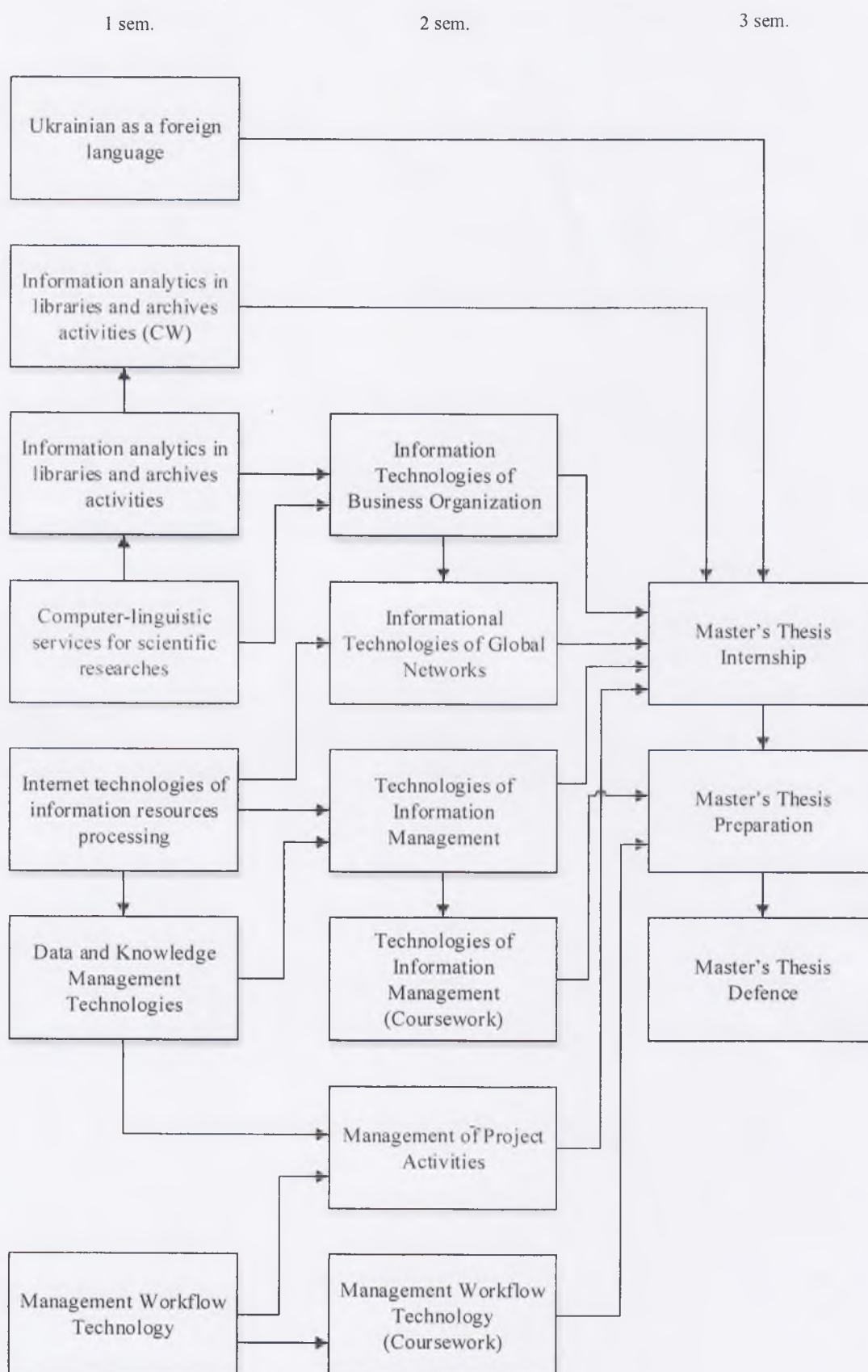
## 5. Matrix of correspondence of program competencies to educational components

	MK1.1	MK2.1	MK2.2/ MK2.7	MK2.3	MK2.4	MK2.5	MK2.6/MK2.8	MK2.9	MK2.10	MK2.11	EL1.1	EL1.2	EL1.3/ EL1.4	EL2.1	EL2.2	EL2.3/ EL2.4
INC	•	•	•	•	•	•	•	•	•	•						
GC1				•				•	•	•						
GC2		•	•	•		•		•	•	•						
GC3	•		•	•	•	•	•	•	•	•						
GC4		•		•			•	•	•	•						
GC5			•				•	•	•	•						
GC6		•		•			•	•	•	•						
PC1			•			•	•	•	•	•						
PC2			•			•	•	•	•	•						
PC3			•	•			•	•	•	•						
PC4	•	•				•	•	•	•	•						
PC5		•				•	•	•	•	•						
PC6	•	•				•	•	•	•	•						
PC7			•					•	•	•						
PC8	•					•		•	•	•						
PC9			•	•				•	•	•						
PC10			•	•			•	•	•	•						
PC11		•		•		•		•	•	•						
PC12	•	•	•	•		•		•	•	•						
PCP1.1								•	•	•	•					
PCP1.2								•	•	•		•				
PCP1.3								•	•	•			•			
PCP2.1								•	•	•				•		
PCP2.2								•	•	•					•	
PCP2.3								•	•	•						•

**6. The matrix of correspondence of program learning outcomes to the relevant components of the educational program**

	MK1.1	MK2.1	MK2.2 MK2.7	MK2.3	MK2.4	MK2.5	MK2.6/MK2.8	MK2.9	MK2.10	MK2.11	EL1.1	EL1.2	EL1.3/EL1.4	EL2.1	EL2.2	EL2.3/EL2.4	EL3.1	EL3.2	EL3.3/EL3.4
KN1			•	•	•			•	•	•				•		•		•	•
KN2				•		•		•	•	•			•		•		•		•
KN3	•					•		•	•	•	•						•	•	•
KN4		•	•					•	•	•									
KN5		•		•				•	•	•		•					•		
KN6	•		•					•	•	•							•	•	•
KN7		•					•	•	•	•									•
KN8			•				•	•	•	•									
SK1	•	•	•	•		•		•	•	•		•	•		•			•	•
SK2		•		•		•		•	•	•		•	•		•	•			•
SK3			•				•	•	•	•				•		•			
SK4			•	•				•	•	•					•			•	
SK5	•	•	•				•	•	•	•					•	•	•		•
SK6		•		•		•	•	•	•	•	•	•						•	
SK7			•				•	•	•	•				•					•
COM1	•						•	•	•	•	•			•	•	•	•	•	
COM2	•	•	•	•		•		•	•	•		•	•		•	•	•		•
A&R1			•			•		•	•	•		•		•			•		•
A&R2	•		•	•				•	•	•		•		•			•		
A&R3		•	•				•	•	•	•			•			•	•	•	•
A&R4			•		•			•	•	•	•				•				•

### Structural and logical scheme Block 0101 Information management



# Structural and logical scheme

## Block 0102 Management of libraries and archives

