

Documentation studies

University of Tyumen

Degree or qualification is awarded: **Master degree**

Language of study: **Russian**

Mode of study: **extramural**

Duration: **2,5 years**

Availability of free education: **no**

Price: **46 640 [RUB] per year**

Programme webpage at the university website: <http://abiturient.utmn.ru/napravleniya/110369/>

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The scope of professional activity of Master graduates includes:

- documentary management of administration and archival business;
- scientific research in the documentation studies and archival field;
- creation of local legal framework for documental management and archives;
- organization of storage, registration, acquisition, value examination, management of informational and searching means and the use of documents of Russian Federation Archival fund and archival documents.

The objects of professional activities of master degree graduates are:

- documents created by all means of documentation, including cinematographic, photographic, phonographic, video and electronic documents;
- documentation systems;
- documents of the Russian Federation Archival Fund, including all unique and highly valuable documents;
- archival documents, including personnel data;
- archives of electronic documents;
- referential search tools, and referential information publications on the structure and content of the documents.

Specializations within this programme

Documentation studies and Management documentation provision

Our graduates are trained to perform professional management documentation provision and administration of spare processes in the archives field, creation of local legal framework of document management, documenting management information, simplification of document flow and document processing technologies.

They successfully work in services of management documentation provision, secretariats, reception desks, administrative departments, personnel management services, archive departments of state authorities and executive bodies, local autonomous governments, non-governmental and governmental public organizations.