

# Records Management and Archivistics

National Research Lobachevsky State University of Nizhni Novgorod (Lobachevsky University)

Degree or qualification is awarded: **Bachelor's degree in Records Management and Archivistics**

Language of study: **Russian**

Mode of study: **full-time**

Duration: **4 years**

Availability of free education: **yes**

Price: **122 500 RUB per year**

Programme webpage at the university website: <http://www.law.unn.ru/obrazovanie/bakalavriat-i-spetsialitet/>

Programme curator:

Tel.:

E-mail: [admissions@unn.ru](mailto:admissions@unn.ru)

Training under this specialization presupposes profound comprehensive study of such areas of professional activity as: personnel documentation management, documentation support in courts, Prosecutor's offices, bodies of internal affairs and state and municipal management, as well as document flow management for all other institutions and organizations. Special attention is paid to electronic document management, aspects of information security and protection.

## Specializations within this programme

### Records and Information Management

The goal of the programme is to train highly qualified specialists in the field of Records Management and Archival Science.

Program advantages:

- Legal-focused curriculum: includes an extensive set of legal disciplines including Labor Law, Civil Law, Administrative Law and others;
- Acquisition of necessary knowledge and sustainable skills in the field of digital document management, problems of information security and information protection;
- Demand for graduates at the labour market due to the vast sphere of possible employment: organizations that provide staff paperwork, documentation support in courts, Prosecutor's office, authorities of Internal Affairs, authorities of state and municipal management, as well as paperwork in all institutions and organizations;
- Ability to successfully teach at Jurisprudence master's degree programs.