

Course descriptions

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COURSE DESCRIPTION

Academic year: 2022/2023	
University: Comenius University Bratislava	
Faculty: Faculty of Arts	
Course ID: FiF.KAPVH/A-boAI-143/22	Course title: Archiving for Students not Specializing in Archiving
Educational activities: Type of activities: lecture / seminar Number of hours: per week: 1 / 1 per level/semester: 14 / 14 Form of the course: on-site learning	
Number of credits: 4	
Recommended semester:	
Educational level: I., II.	
Prerequisites:	
Course requirements: The student is obliged to attend regular classes during the teaching part of the semester (two unjustified absences are allowed, each additional one must be replaced by a substitute assignment) - if he / she successfully completes the attendance, the student may take the exam. Within the set deadline (by 31 December of the current year), he / she submits in electronic form (in MS Word and PDF format) and then presents and defends the submitted seminar paper in the exam period. The seminar paper must be formally completed in accordance with the provisions of the Rector's Directive of Charles University no. 12/2013 t.j. in basic formal as well as content requirements as a final work. Extent of own seminar work (from introduction to conclusion) 15 to 20 standard pages (1 standard page = 1800 characters). The topic of the thesis is chosen by each student individually after joint consultation with the subject teacher. As a topic it is possible to choose: Processing of a selected topic from a specific field using archival documents. Subsequently, the student will take part in an oral exam, which will consist of lectured topics and issues as well as self-study of literature in terms published through the academic information system. Attendance: 10 points Seminar work: 90 points Final oral exam: 100 points Rating scale: "A" - 200 - 185 points "B" - 184 - 170 points "C" - 169 - 155 points "D" - 154 - 140 points "E" - 139 - 120 points "Fx" - 119 - 0 points Exam dates will be published via AIS no later than the last week of the course parts.	

Violation of academic ethics results in the cancellation of earned points in the relevant item evaluation.

Weight of the intermediate / final evaluation: 50/50

Learning outcomes:

Students have general and especially practical knowledge and skills about Slovak and European archiving in the context of studying the study program. They have mastered the basics of studying in the archive, gained an overview of current archival legislation, they know how to orient themselves in the archival information system.

Class syllabus:

1. Introduction to the issue - archiving, archiving and their relationship to other disciplines
2. Basic concepts and orientation in them
3. History of archiving in the European area
4. History of archiving in Slovakia
5. Basics of archival theory
6. Archival practice
7. Archiving and relation to other departments
8. Use of archival documents
9. Excursion to the archive - State Archive in Bratislava
10. Excursion to the archive - Archive of the Slovak Academy of Sciences
11. Excursion to the archive - Archive of the city of Bratislava

Recommended literature:

HORVÁTH, V. – KARTOUS, P. – WATZKA, J. Ochrana, sprístupňovanie a využívanie archívnych dokumentov. Bratislava 1988. KARTOUS, P. – MRIŽOVÁ, M. Správa registratúrnych záznamov a archívnych dokumentov u ich pôvodcov. Bratislava 2003. NOUGARET, CH. – GALLAND, B.: Les instruments de recherche dans les archives. Paris 1999. Vybrané analytické a syntetické archívne pomôcky, štúdie z časopisov a zborníkov Slovenská archivistika, Archivní časopis a Sborník archivních prací.

Languages necessary to complete the course:

Notes:

Past grade distribution

Total number of evaluated students: 10

A	B	C	D	E	FX
0,0	0,0	10,0	20,0	0,0	70,0

Lecturers: Mgr. Ján Valo, PhD.

Last change: 31.03.2022

Approved by:

COURSE DESCRIPTION

Academic year: 2022/2023	
University: Comenius University Bratislava	
Faculty: Faculty of Arts	
Course ID: FiF.KAPVH/A- boAMD-007/21	Course title: Digitalization Process of the Archives Heritage
Educational activities: Type of activities: lecture / seminar Number of hours: per week: 1 / 1 per level/semester: 14 / 14 Form of the course: on-site learning	
Number of credits: 4	
Recommended semester:	
Educational level: I.	
Prerequisites:	
Course requirements: CONDITIONS: - Regular active participation in courses (2 absences possible, each additional one must be replaced by elaboration of a substitute work) + seminar work in the range of 10 to 20 standard pages (1 standard page = 1800 characters) on a topic chosen by the student in consultation with the teacher(s). It must relate to the digitization of the selected archival or museal sources/entities. + oral examination of lectured topics as well as self-study of the recommended literature. RATING: Attendance: 10 points Seminar work: 90 points Final oral exam: 90 points Student is required to achieve at least a 60 percent overall success rate to complete the course. Violation of academic ethics results in the cancellation of the obtained points in the relevant evaluation item. Scale of assessment (preliminary/final): 50/50	
Learning outcomes: - knowledge and skills about digitization as such, especially about digitization of archival and other historical cultural heritage in Slovakia and abroad, - basic practical skills with the preparation as well as the digitization, processing and making available of archival, museal and other historical cultural heritage to the general public.	
Class syllabus: 1. Introduction to digitization (its development and basic terms) 2. Digitization of historical sources 3. Examples of successful digitization projects 4. Methodology of digitization: a) preparation of inventory units for digitization, b) Methods of digitization and technical requirements, c) Postprocessing - editing and processing of digitisates 5. Metadata	

6. Presentation of digitisates and metadata to the public
7. Memory portals and their use
8. Practical examples
9. Excursion to a selected museum and / or archive

Recommended literature:

Metodické pokyny Odboru archívov a registratúr MV SR č.

MAKULOVÁ, Soňa. Digitálne knižnice budúcnosti : nové smery výskumného programu. In: INFOS 2003: 32. medzinárodné informatické sympóziu [online]. [cit. 2008-01-02]. Dostupné na internete: <<http://www.aib.sk/infos/infos2003/15.htm>>. ISSN 1336-0779

Spolok slovenských knihovníkov. Domáce iniciatívy v oblasti digitalizácie kultúrneho dedičstva [online]. [Cit. 2006 – 02-23]. Dostupné na internete: <<http://www.infolib.sk/index/podstranka.php?id=1079>>

ŠEDIVÝ, Juraj. Moderná a postmoderná koncepcia urbánnych dejín na príklade Bratislavy. In: Jak psát dějiny velkých měst, zost. Radana Červená et alii, Brno 2016, s. 51-72 (dostupné aj online na profile autora na Academia.edu)

VALO, Ján. Digitalizácia a elektronické dokumenty vo výchove a vzdelávaní archivárov, In Memory 2015. - Bratislava : Sport marketing company, 2017. - ISBN 978-80-972770-2-4. - S. 48-56.

VALO, Ján. Prezentácia a možnosti prístupu k digitalizátom archívnych dokumentov, In Zborník Spoločnosti archivárov 2015. - Bratislava : Spoločnosť slovenských archivárov, 2016. - ISBN 978-80-971356-2-1. - S. 118-128.

Languages necessary to complete the course:

Slovak language (if necessary - individual consultations in German or English).

Notes:

Past grade distribution

Total number of evaluated students: 0

A	B	C	D	E	FX
0,0	0,0	0,0	0,0	0,0	0,0

Lecturers: Mgr. Ján Valo, PhD., prof. PhDr. Juraj Šedivý, PhD.

Last change: 08.03.2023

Approved by: