

T.C.  
BALIKESİR UNIVERSITY FACULTY OF THEOLOGY  
COURSE PRESENTATION FORM

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| Department / Department                 | Faculty of Theology, Department of Islamic History and Arts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                       |
| Course title                            | Introduction to Archival Documents: Rika Script and Basic Text Analysis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                       |
| Course Code                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |
| Semester of the Course                  | Vinter <input checked="" type="checkbox"/> Spring <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                       |
| Semester                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |
| Course Language                         | Turkish X Arabic <input type="checkbox"/> English <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                       |
| <b>Credit</b>                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |
| Theoric                                 | Application                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Total Credit                          |
| 2                                       | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2                                     |
| ECTS                                    | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                       |
| Course Type of Study                    | Formal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                       |
| The aim of the course                   | This course aims to equip undergraduate students with the skills to read, understand, and analyze archival documents from the Ottoman Empire using scientific methods. It will particularly focus on reading handwritten rika script texts and evaluating these documents within their historical context. The course is designed to help students learn transcription and basic document analysis techniques, as well as develop the ability to use primary sources in Ottoman historical research. Additionally, it will provide in-depth knowledge about Ottoman history, culture, and institutions through the study of archival documents. |                                       |
| Course Content                          | Types and characteristics of Ottoman archival documents<br>Features of Ottoman Turkish and the rika script<br>Methods for reading and transcribing handwritten documents<br>Analysis of archival documents within their historical context<br>Thematic studies on Ottoman history, culture, and institutions through archival documents<br>Scientific evaluation and interpretation of documents<br>Ottoman bureaucracy and document types (e.g., decrees [ferman], patents of appointment [berat], registers of important affairs [mühimme defterleri], etc.)<br>Sample document analyses and practical exercises                              |                                       |
| Prerequisites for the Course            | Basic knowledge of Ottoman Turkish<br>Basic understanding of historical methodology and source criticism<br>Willingness to research and learn.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                       |
| Instructors                             | Doç. Dr. Mustafa POLAT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | mail : mustafa.polat@balikesir.edu.tr |
| Course Assistant                        | ---                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | mail :---                             |
| Internship Status                       | ---                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                       |
| Course Resources                        | Mefail Hızlı, Osmanlı Paleografyası Ders Notları, Bursa 2008.<br>Mübahat S. Kütükoğlu, Osmanlı Belgelerinin Dili, İstanbul 1988.<br>Mehmet Eminoğlu, Osmanlı Vesikalarını Okumaya Giriş, İstanbul 1996.<br>Cahit Baltacı, İslam Paleografyası, İstanbul 1989.<br>Mustafa Polat & Ekrem Sakar, Osmanlı Türkçesi Kılavuzu, Bursa 2024.<br>Selected documents from the archives.                                                                                                                                                                                                                                                                   |                                       |
| Course Structure                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |
| Planned Learning Activities and Methods | Transfer of foundational knowledge through theoretical lectures.<br>Reading and analysis practices using sample documents.<br>Development of reading skills through rika script exercises.<br>Detailed analysis of political, administrative, social, and economic documents.<br>Enhancement of research and presentation skills through final project presentations.<br>Interactive learning environment through discussions and Q&A sessions.                                                                                                                                                                                                 |                                       |
| Course Evaluation Criteria              | Course ECTS Calculation Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |

| Semester Studies                               | Number                                                                                                           | Contribution (%) Activity                                                                                                                                                           | Number Duration           | Total Work                                                                  | Load      | (Hours)           |  |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------------------------------|-----------|-------------------|--|
| Midterm                                        |                                                                                                                  |                                                                                                                                                                                     | Course Length             | 2                                                                           | 45+45     | 14 weeks x 2hours |  |
| Quiz                                           |                                                                                                                  |                                                                                                                                                                                     | Out-of-Class Work Time    |                                                                             |           |                   |  |
| Research Homework                              | 1                                                                                                                | 40                                                                                                                                                                                  | Homework                  | 1                                                                           | 60        |                   |  |
| continuation                                   |                                                                                                                  |                                                                                                                                                                                     | Semester project          | 1                                                                           | 90        |                   |  |
| Application                                    |                                                                                                                  |                                                                                                                                                                                     | Total Work Load: 74 hours |                                                                             |           |                   |  |
| Project                                        | 1                                                                                                                | 60                                                                                                                                                                                  | ECTS Credit: 3            |                                                                             |           |                   |  |
| Semester final exam                            |                                                                                                                  |                                                                                                                                                                                     |                           |                                                                             |           |                   |  |
| Learning Outcomes of the Course                |                                                                                                                  | Students will be able to read, understand, and transcribe Ottoman archival documents.                                                                                               |                           |                                                                             |           |                   |  |
|                                                |                                                                                                                  | Students will be able to analyze and evaluate archival documents using scientific research methods.                                                                                 |                           |                                                                             |           |                   |  |
|                                                |                                                                                                                  | Students will gain in-depth knowledge about Ottoman history, culture, and institutions through archival documents.                                                                  |                           |                                                                             |           |                   |  |
|                                                |                                                                                                                  | They will acquire comprehensive knowledge about Ottoman document types.                                                                                                             |                           |                                                                             |           |                   |  |
|                                                |                                                                                                                  | Students will be able to effectively present the knowledge they have gained in written and oral forms.                                                                              |                           |                                                                             |           |                   |  |
| Course Subjects                                |                                                                                                                  |                                                                                                                                                                                     |                           |                                                                             |           |                   |  |
| Week Subject                                   | Preliminary                                                                                                      |                                                                                                                                                                                     |                           | Preparation                                                                 | Documents |                   |  |
| 1                                              | Introduction to the course objectives, content, and resources. Structure and Importance of the Ottoman Archives. |                                                                                                                                                                                     |                           | Acquire basic knowledge of Ottoman Turkish. Review examples of rika script. |           |                   |  |
| 2                                              | Basic Features of Ottoman Turkish and Rika Script                                                                |                                                                                                                                                                                     |                           | “                                                                           |           |                   |  |
| 3                                              | Rika Script Examples and Reading Practices                                                                       |                                                                                                                                                                                     |                           | “                                                                           |           |                   |  |
| 4                                              | Terms and Abbreviations Used in Ottoman Documents                                                                |                                                                                                                                                                                     |                           | “                                                                           |           |                   |  |
| 5                                              | Reading and Analysis of Ferman and Berat Examples                                                                |                                                                                                                                                                                     |                           | “                                                                           |           |                   |  |
| 6                                              | Mühimme Defterleri (Registers of Important Affairs) and Key Document Types                                       |                                                                                                                                                                                     |                           | “                                                                           |           |                   |  |
| 7                                              | Evaluation of Archival Documents in Historical Context                                                           |                                                                                                                                                                                     |                           | “                                                                           |           |                   |  |
| 8                                              | Midterm Exam and Document Reading Practice                                                                       |                                                                                                                                                                                     |                           | “                                                                           |           |                   |  |
| 9                                              | Analysis of Şer'iyye Sicilleri (Court Records) and Legal Documents                                               |                                                                                                                                                                                     |                           | “                                                                           |           |                   |  |
| 10                                             | Examination of Tahrir Defterleri (Tax Registers) and Financial Records                                           |                                                                                                                                                                                     |                           | “                                                                           |           |                   |  |
| 11                                             | Sample Document Analysis: Political and Administrative Documents                                                 |                                                                                                                                                                                     |                           | “                                                                           |           |                   |  |
| 12                                             | Sample Document Analysis: Social and Economic Documents                                                          |                                                                                                                                                                                     |                           | “                                                                           |           |                   |  |
| 13                                             | Digital Archival Sources and Usage Methods                                                                       |                                                                                                                                                                                     |                           | “                                                                           |           |                   |  |
| 14                                             | General Review and Final Project Presentations                                                                   |                                                                                                                                                                                     |                           |                                                                             |           |                   |  |
| Contribution of the Course to Program Outcomes |                                                                                                                  | Skill in Using Historical Sources: Students will gain the ability to use primary sources in Ottoman historical research.                                                            |                           |                                                                             |           |                   |  |
|                                                |                                                                                                                  | Analytical Thinking: The process of analyzing and interpreting documents will enhance students' analytical thinking skills.                                                         |                           |                                                                             |           |                   |  |
|                                                |                                                                                                                  | Interdisciplinary Approach: The examination of archival documents will provide an interdisciplinary perspective, integrating fields such as history, sociology, economics, and law. |                           |                                                                             |           |                   |  |
|                                                |                                                                                                                  | Scientific Research Methods: Students will acquire the skills to critically evaluate sources using scientific methods and present research findings effectively.                    |                           |                                                                             |           |                   |  |

Doç.Dr. Mustafa POLAT  
İslam Tar. ve San. Bölümü  
Bölüm Başkanı