

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

Department / Department	Faculty of Theology, Department of Islamic History and Arts					
Course title	Ottoman Paleography and Diplomatics					
Course Code						
Semester of the Course	Winter ☐ Spring ☒					
Semester						
Course Language	Turkish X Arabic ☐ English ☐					
Credit						
Theoric	Application				Total Credit	
2	0				2	
ECTS	3					
Course Type of Study	Formal					
The aim of the course	To provide students with the skills to read, understand, and analyze Ottoman archival documents; to offer foundational knowledge on Ottoman script types, document types, and diplomatic analysis methods, and to teach the evaluation of historical documents.					
Course Content	Ottoman script types (Rika, Divani, Sülüs, Nesih, Talik), paleography (the study of writing), diplomatics (the study of documents), Ottoman document types (ferman, berat, mühimme defterleri, vakfiye, court records), evaluation of archival documents, and practical transcription exercises.					
Prerequisites for the Course	Basic knowledge of Ottoman Turkish. Interest in working with historical documents.					
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. Mübahat S. Kütükoğlu, Osmanlı Belgelerinin Dili, İstanbul 1988. Mehmet Eminoglu, Osmanlı Vesikalarını Okumaya Giriş, İstanbul 1996. Cahit Baltacı, İslam Paleografyası, İstanbul 1989. Mustafa Polat & Ekrem Sakar, Osmanlı Türkçesi Kılavuzu, Bursa 2024. Selected documents from the archives.					
Course Structure						
Planned Learning Activities and Methods	Theoretical Lectures: Presentation and explanation of course topics. Practical Exercises: Transcription and translation of Ottoman texts. Working on Sample Documents: Examination of documents such as ferman, berat, and mühimme defterleri. Discussion and Analysis: Evaluation of documents in their historical context. Digital Archive Usage: Working with digitized archival documents.					
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		1. Ability to recognize and distinguish Ottoman script types. 2. Proficiency in reading, understanding, and transcribing Ottoman texts. 3. Familiarity with and ability to analyze Ottoman document types (ferman, berat, vakfiye, etc. 4. Ability to date and evaluate documents using paleography and diplomatics methods. 5. Competence in conducting historical, social, and economic analysis of archival documents 6. Skill in effectively using digital archival resources.		
Course Subjects				
Week	Subject	Preliminary	Preparation	Documents
1	Introduction to Ottoman Script Types and General Characteristics.		Knowledge of Ottoman Turkish, familiarity with the Arabic alphabet, and a willingness to work with historical documents	
2	Rika Script and Practice with Examples.		“	
3	Divani Script and Its Role in Official Documents.		“	
4	Characteristics and Usage of Sülüs and Nesih Scripts.		“	
5	Talik Script and an Overview of Other Script Types.		“	
6	Basic Concepts of Paleography and Text Reading Techniques.		“	
7	Dating of Scripts and Regional Variations.		“	
	Midterm Exam and Document Reading Practice			
8	Introduction to Diplomatics and Ottoman Document Types.		“	
9	Structure and Analysis of Ferman and Berat Documents.		“	
10	Examination of Mühimme Registers and Vakfiyes (Endowment Deeds).		“	
11	Importance of Court Records (Sicil) and Şer'iye Sicils (Judicial Registers).		“	
12	Evaluation and Digitization of Archival Documents.		“	
13	Transcription and Translation of Ottoman Texts.		“	
14	Practical Studies and General Evaluation.			
	General Review and Final Project Presentations			
Contribution of the Course to Program Outcomes		1. Historical Analysis Skills: Students gain the ability to interpret historical events by analyzing Ottoman-era documents. 2. Interdisciplinary Approach: Develops a multifaceted perspective through the integration of disciplines such as paleography, diplomatics, and archival science. 3. Research Competence: Acquires the ability to conduct academic research using archival documents. 4. Cultural Heritage Awareness: Contributes to cultural heritage by understanding Ottoman scripts and document types. 5. Digital Literacy: Gains proficiency in using digital archival resources and understanding digitization processes.		

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