

**Subject card**

<b>Subject name and code</b>	General methodology, PG_00151562						
<b>Field of study</b>	History						
<b>Date of commencement of studies</b>	October 2024	<b>Academic year of realisation of subject</b>			2025/2026		
<b>Education level</b>	undergraduate studies	<b>Subject group</b>			Obligatory subject group in the field of study		
<b>Mode of study</b>	full-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	2	<b>Language of instruction</b>			Polish		
<b>Semester of study</b>	3	<b>ECTS credits</b>			2.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>					
<b>Conducting unit</b>	Zakład Metodologii Historii, Historii Historiografii i Archi -> Instytut Historii -> Faculty of History						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		dr Anna Żeglińska				
	<b>Teachers</b>						
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	30.0	0.0	0.0	0.0	0.0	30
	E-learning hours included: 0.0						
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	<b>Number of study hours</b>	30		2.0		30.0	62
<b>Subject objectives</b>	The purpose of the lectures is to familiarize students with the methods of work in archives in all the functions performed, regardless of the type of archival materials processed, as well as necessary for further study of archival science and deepening knowledge in its field.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[HISTL3_W01] Knows and understands to an advanced degree selected facts, objects and phenomena and the methods and theories concerning them that explain the complex relationships between them, constituting basic general knowledge in the humanities	The student knows and understands to an advanced degree selected facts, objects and phenomena, as well as methods and theories pertaining to them that explain the complex relationships between them, constituting basic general knowledge of archival science and records management.	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
	[HISTL3_U08] Is able to plan and organise his/her work effectively, independently acquiring and consolidating knowledge in a structured and systematic manner	Students can effectively plan and organize their work, independently acquiring and consolidating knowledge in an orderly and systematic manner.	[SU1] oral statement/conversation/ discussion [SU4] test/exam - oral or written
	[HISTL3_U01] Is able to use their knowledge: to formulate and, through the appropriate selection of information sources, critically analyse and synthesise them, to solve complex and unusual problems in the field of history	Students are able to use their knowledge: formulate and, through the appropriate selection of information sources, critical analysis and synthesis, solve complex and unusual problems in the field of archival science and records management.	[SU1] oral statement/conversation/ discussion [SU4] test/exam - oral or written
	[HISTL3_K01] Critically evaluates his/her knowledge, demonstrates a willingness to continually expand his/her knowledge and to seek expert advice if he/she has difficulty solving a problem on his/her own	The student critically evaluates his knowledge, demonstrates a willingness to constantly expand it and to consult experts in case of difficulties in solving the problem independently.	[SK1] oral statement/conversation/ discussion [SK4] test/exam - oral or written
	[HISTL3_W07] Demonstrates knowledge of comparative European history and understands the links between the history of European integration and current social, economic and political issues Knows and understands to an advanced degree the main theories, research methods and tools of the historian's workshop	The student knows and understands to an advanced degree the main theories, research methods and tools of the archivist's workshop.	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
[HISTL3_K06] Is ready to perform professional roles responsibly and to adhere to the professional ethics of the historian and to demonstrate an understanding of the world of values and attitudes of people in different historical periods and contexts	He is ready to perform responsibly as an archivist and observe the professional ethics of an archivist, as well as to demonstrate an understanding of the world of values and attitudes of people in different historical periods and contexts.	[SK1] oral statement/conversation/ discussion [SK4] test/exam - oral or written	
Subject contents	The content of the lectures covers, in turn, issues related to the collection (arrangement and formation), storage, processing and access to archival materials.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Problem analysis of the issues described in the articles.	51.0%	20.0%
	During the exam	51.0%	80.0%

Recommended reading	Basic literature	<p><b>Rozmieszczenie zasobu:</b></p> <p>A. Tomczak, <i>Zasada pertynencji terytorialnej a rozmieszczenie zasobu w archiwach polskich</i>, Archeion, t. 67; J. Podrański, <i>Zasada pertynencji terytorialnej w świetle materiałów w Szczecinie</i>, Archeion, t. 71; W. Stępnia, <i>Problemy międzynarodowego prawa archiwalnego w dorobku archiwistyki polskiej</i>, Archeion, t. 69.</p> <p><b>Kształtowanie zasobu archiwalnego:</b></p> <p>G. Kaleński, <i>Brakowanie akt</i>, wyd. 3 Warszawa 1948; A. Bachulski, <i>Brakowanie akt</i>, Archeion, t. 19/20; I. Radtke, <i>Kształtowanie się zasobu archiwalnego w archiwach zakładowych</i>, Archeion, t. 72.</p> <p><b>Opracowanie i udostępnianie zasobu:</b></p> <p>R. Przelaskowski, <i>Program prac wewnętrznych w archiwach nowożytnych</i>, Warszawa 1935; K. Konarski, <i>Podstawowe zasady archiwistyki</i>, Archeion, t. 19/20; Cz. Biernat, <i>Problemy archiwistyki współczesnej</i>, Warszawa 1977, s. 179-209; B. Ryszewski, <i>Z zagadnień zespołu archiwalnego</i>, Acta Universitatis Nicolai Copernici, Historia, t. 8, 1973, s. 139-150; A. Stebelski, <i>Porządkowanie akt</i>, Archeion, t. 19/20; I. Radtke, <i>Metody porządkowania akt pruskich</i>, Archeion, t. 58; S. Nawrocki, <i>Porządkowanie akt ze szczebla wojewódzkiego z okresu 1945-1950</i>, Archeion, t. 51; K. Konarski, <i>Wstęp do inwentarza zespołu archiwalnego</i>, Archeion, t. 21; B. Ryszewski, <i>Przegląd oraz systematyka pomocy archiwalnych polskich i obcych opublikowanych w ostatnim ćwierćwieczu</i>, Archeion, t. 88; P. Perzyna, <i>Procesy archiwotwórcze i metody opracowania akt organizacji młodzieżowych w Łodzi i województwa</i>, Archeion, t. 98, s. 65-85; J. Grzelak, <i>Opracowanie akt pruskich stan i potrzeby archiwistyki polskiej</i>, Archeion, t. 98, s. 25-42; Cz. Biernat, <i>Udostępnianie materiałów archiwalnych</i>, Archeion, t. 81.</p>
	Supplementary literature	<p>C. Biernat, <i>Nowe metody nadzoru i opieki nad archiwami urzędów, przedsiębiorstw i instytucji</i>, Archeion, t. XL, 1964, s. 81-93; R. Degen, <i>Garść uwag na temat selekcji w Polsce</i>, (w:) <i>Toruńskie konfrontacje archiwalne, t. I: Archiwistyka na uniwersytetach, archiwistyka w archiwach</i>, pod red. W. Chorążyczewskiego i A. Rosy, Toruń 2009, s. 133-143; R. Degen, <i>Kształtowanie państwowego zasobu archiwalnego w Polsce w latach 1945-1989</i>, (w:) <i>Archiwa - Kancelarie - Zbiory, t. II</i>, pod red. W. Chorążyczewskiego, R. Degena, K. Syty, Toruń, 2008, s. 13-38; D. Nałęcz, <i>Europejska polityka dostępu do archiwów</i>, Archeion, t. 99, 1998, s. 54-74; H. Robótka, <i>System informacji archiwalnej czy system zarządzania informacją archiwalną w epoce nowych technologii</i>, w: <i>Historyk-Archiwista-Komputer</i>, Toruń 2004, s. 11-26; B. Ryszewski, <i>Przegląd oraz tematyka pomocy archiwalnych polskich i obcych opublikowanych w ostatnim ćwierćwieczu</i>, Archeion, t. 88, 1990, s. 7-21; B. Ryszewski, <i>Problem zespołowości w archiwistyce i praktyce archiwów</i>, (w:) <i>Komputeryzacja archiwów t. 3</i>, Toruń 1997, s. 9-14. B. Ryszewski, <i>Uwagi o dawnych i nowych przewodnikach archiwalnych</i>, Archeion, t. 78, 1984, s. 31-44; M. Tarakanowska, <i>Problem brakowania akt w Polsce w świetle przepisów i literatury archiwalnej w latach 1918-1965</i>, Archeion, t. XLVI, 1967, s. 43-55.</p> <p>Lektury do egzaminu (2 pozycje z listy lektur uzupełniających lub indywidualnie wybrane) studenci indywidualnie wybierają - konsultując ich dobór z osobą prowadzącą zajęcia.</p>
	eResources addresses	Adresy na platformie eNauczanie:
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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