

**Subject card**

<b>Subject name and code</b>	Institution's archive, PG_00153399						
<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>	Bachelor's studies	<b>Subject group</b>			Obligatory subject group in the field of study		
<b>Mode of study</b>	part-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>			exam		
<b>Conducting unit</b>	Division of Methodology of History, History of Historiography and Archival Science -> Institute of History -> Faculty of History -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		dr Jolanta Musiał				
	<b>Teachers</b>		dr Jolanta Musiał				
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	5.0	0.0	0.0	0.0	0.0	5
	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>	5		2.0		35.0	42
<b>Subject objectives</b>	To provide students with a structured knowledge of the conditions of contemporary internal archives of institutions, the principles and the principles and rules of documentation handling in these archives. To consolidate and deepen knowledge of terminology and conceptual apparatus in the field of records management.						

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 related methods and theories explaining complex relationships between them, constituting basic general knowledge in the field of functioning of contemporary internal archives of institutions	[SW3] text preparation/written work
	[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	Students know and understand to an advanced degree the most important theories, research methods and tools of archivist's workshop	[SW3] text preparation/written work
	[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	The student is able to use the knowledge he/she possesses: to formulate and, through the appropriate selection of information sources, critical analysis and synthesis, solve complex and untypical problems in the field of archival records management the internal workings of the institutions, including the ability to take over documentation, record it, organise and transfer archival materials to the permanent archives.	[SU3] text preparation/written work
[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/her knowledge, demonstrates readiness to continuously to broaden their knowledge, and to consult experts in the event of difficulties with solving a problem independently in the field of contemporary internal archives of institutions	[SK1] oral statement/conversation/discussion	
Subject contents	The concept of the institution's archive, types of archives, the place of the archive in the internal structures of the institution, the functions and tasks of the archive in the institution, the staff of the institution's archive, the premises of the institution's archive, the characteristics of the basic scopes of functioning of the institution's archive (cooperation with the filing units, taking over documentation from these units, storing documentation, arranging, recording, discarding, making it available).		
Prerequisites and co-requisites	None		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Frequency	80.0%	10.0%
	The exam	50.0%	90.0%
Recommended reading	Basic literature	<p>Kancelaria i archiwum zakładowe. Podręcznik. Wyd. IV poprawione i rozszerzone. Oprac. zbiorowe pod red. E.Borodija, Warszawa 2009</p> <p>Kancelaria i archiwum zakładowe. Podręcznik. Oprac. zbiorowe pod red. Z.Pustuły, Warszawa 2000</p> <p>Szczepaniak R., Archiwum zakładowe, Warszawa 1976</p> <p>P.Thiem, Instrukcja archiwalna z komentarzem, Gdańsk 2011</p>	

	Supplementary literature	<p>Kancelaria i archiwum zakładowe. Podręcznik. Oprac. zbiorowe pod red. Z. Pustuły, Warszawa 2000</p> <p>Biernat C., Problemy archiwistyki współczesnej, Warszawa 1977</p> <p>Metodyka pracy archiwalnej, pod red. S.Nawrockiego i S.Sierpowskiego, Poznań 1998</p> <p>Robótka H., Ryszewski B., Tomczak A., Archiwistyka. Warszawa 1989</p>
Example issues/ example questions/ tasks being completed	eResources addresses Explain the concept of the institution's archive.	
Work placement	Not applicable	

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