

**Subject card**

<b>Subject name and code</b>	Basics of archival theory and methodology II, PG_00153473						
<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>	4	<b>ECTS credits</b>			1.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>			credit		
<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>	10.0	0.0	0.0	0.0	0.0	10
	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>	10		2.0		10.0	22
<b>Subject objectives</b>	To provide students with knowledge of the subject and scope of archival science; to explain the basic concepts of archival theory; to familiarize students with an outline of the theoretical problems of archival science; systematized according to the basic functions of archives (collection, storage, processing, provision of archival materials, and supervision of the growing stock); to deepen knowledge of archival terminology.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[HISTL3_W03] Has advanced, structured detailed knowledge of universal history (in terms of the five major historical eras) in chronological and thematic terms	He has mastered the professional terminology of the subject (He has knowledge of the problem scope of archival science, its conceptual apparatus, archival principles, the archival process, the scope and methods of making the resource available, has knowledge of the value and selection of documentation).	[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	Able to search, analyze, evaluate, select and use information on archival science using a variety of sources and methods.	[SU3] text preparation/written work
	[HISTL3_K03] Is ready to fulfil social obligations, co-organise activities for the benefit of the social environment in the field of education and promotion of the historical and cultural heritage of Poland, its region and Europe	He is committed to fulfilling his social responsibilities regarding the preservation of the archival heritage	[SK1] oral statement/conversation/discussion
	[HISTL3_U03] Is able to communicate with the public using specialist terminology specific to historical and related sciences	Able to communicate with the public using archival specialized terminology.	[SU3] text preparation/written work
Subject contents	Subject and scope of archival science. Archives and archival service, their role, functions and organization. Classifications of documentation and their importance in archivistics. The archival process - characteristics from the point of view of archivistics Problems of supervision of the growing archival resource. Problems of accumulation - the structure of the archival resource Principles guiding the distribution of the resource - the principle of territorial affiliation and the principle of respect for the historically accrued resource. Problems of evaluation of the value of documentation (evaluation criteria, conditions, ways and methods of selection) Objectives, conditions, stages of development of the resource in the archives. The principle of team membership - its meaning Criteria for separating teams, their types and internal structure Problems of making the resource available - objectives, conditions, forms of access. Structure of the archival information system.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Written work on issues covered in class.	51.0%	100.0%
Recommended reading	Basic literature	Biernat C., Problemy archiwistyki współczesnej, Warszawa 1977. Metodyka pracy archiwalnej, pod red. S. Nawrockiego i S. Sierpowskiego, Poznań 1992, 1998 H. Robótka, B. Ryszewski, A. Tomczak, Archiwistyka. Warszawa 1989 H. Robótka, Opracowanie i opis archiwaliów. Podręcznik akademicki. Toruń 2010 J. Wiśniewski, Archiwalia w bibliotekach i muzeach, Poznań 2000 Archiwa. Przepisy prawne. Wybór i opracowanie Jerzy Góral, Toruń 2001 Zbiór przepisów archiwalnych wydanych przez naczelnego dyrektora archiwów państwowych w latach 1952-2000. Wybór i opracowanie M. Tarakanowska i E. Rosowska, Warszawa 2001.	
	Supplementary literature	Biernat C., Problemy archiwistyki współczesnej, Warszawa 1977.  Wiśniewski J. , Archiwalia w bibliotekach i muzeach, Poznań 2000.  Metodyka pracy archiwalnej, pod red. S. Nawrockiego i S. Sierpowskiego, Poznań 1992,  Zasady postępowania z materiałami archiwalnymi. Ochrona zasobu archiwalnego, Warszawa 2006.	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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