

Subject card

Subject name and code	Record of creation processes - lectures, PG_00167844						
Field of study	History						
Date of commencement of studies	October 2025		Academic year of realisation of subject		2025/2026		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study Optional subject group Subject group related to scientific research in the field of study		
Mode of study	full-time studies		Mode of delivery		at the university		
Year of study	1		Language of instruction		Polish		
Semester of study	2		ECTS credits		1.0		
Learning profile	academic		Assessment form		credit		
Conducting unit	Division of Methodology of History, History of Historiography and Archival Science -> Institute of History -> Faculty of History -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Anna Żeglińska				
	Teachers		dr Anna Żeglińska				
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	15.0	0.0	0.0	0.0	0.0	15
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	15		2.0		10.0	27
Subject objectives	Discussion of typology and external and internal forms of office forms until the 18th century, taking into account the filing processes.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[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	He is able to use the knowledge he possesses: formulate and, through the proper selection of information sources, critical analysis and synthesis, solve complex and unusual problems in the field of archival science, including the study of filing and archiving processes.	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report
	[HISTL3_W09] Has advanced knowledge to analyse and interpret historical sources and understands their usefulness in historical research	Has advanced knowledge to analyze and interpret historical sources and understands their usefulness in historical research.	[SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report
	[HISTL3_W04] Student is familiar with various fields of historical research, such as political history, social history, economic history, cultural history, family history, gender history, etc.	He is familiar with various research directions in the field of archival science and records management, such as the study of archival processes, including filing and archiving processes, informatology research, including information systems, etc.	[SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	[HISTL3_W02] Has advanced, chronologically and thematically ordered knowledge of the history of ancient and modern Polish lands	He possesses advanced knowledge of archiving and records management, organised chronologically and thematically, including the archiving processes that took place in the historical administrative systems of the Polish lands	[SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	[HISTL3_W08] Student has mastered the professional terminology of the historical sciences (also in at least one modern language) as well as the basic terminology of the humanities and social sciences and understands the basic concepts in ancient and/or ancient language found in the sources	He has mastered the professional terminology of archival science, as well as the basic terminology specific to information science, and understands the basic concepts in ancient language found in the sources.	[SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report
	[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	They critically assess their knowledge of archival science up to the end of the 18th century, demonstrate a willingness to continually expand their knowledge, and seek expert advice when they encounter difficulties in resolving a problem independently.	[SK1] oral statement/conversation/discussion [SK2] presentation/project/paper/report
Subject contents	An analysis of the external and internal elements of documents and registers, along with their typology illustrated by examples, with particular emphasis on: documents issued by various authorities, municipal registers, town registers, land registers, ecclesiastical court registers, parish registers, the Crown Register and the Lithuanian Register. The organisation, changes and working procedures of the Crown and Lithuanian chancelleries, as well as municipal, town, land and ecclesiastical chancelleries Analysis of external and internal elements of documents, books and their typology - with examples.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Participation in problem discussions.	51.0%	20.0%
	Colloquium on the entire scope of the class	51.0%	80.0%

Recommended reading	Basic literature	A.1. wykorzystywana podczas zajęć: Robótka H., Ryszewski B., Tomczak A., <i>Archiwistyka</i>, Warszawa 1989 Metodyka pracy archiwalnej, red. S. Nawrocki i S. Sierpowski, Poznań 2001 Nawrocki S., <i>Rozwój form kancelaryjnych na ziemiach polskich od średniowiecza do końca XX wieku</i>, Poznań 1998. A.2. studiowana samodzielnie przez studenta Kopie dokumentów oraz fragmentów ksiąg wpisów z okresu późnego średniowiecza i czasów nowożytnych.
	Supplementary literature	Kętrzyński S., <i>Zarys nauki o dokumencie polskim wieków średnich</i>, Warszawa 1934. Maleczyński K., <i>Zarys dyplomatyki wieków średnich</i>, Wrocław 1951. Maleczyński K., <i>Studia nad dokumentem polskim</i>, Wrocław 1971. Bobowski K., <i>Średniowieczna dyplomatyka papieska. Przegląd edycji i opracowań</i>, <i>Studia Źródłoznawcze</i> 16 (1971), s. 171-184. Maleczyński K., Bielińska M., Gąsiorowski A., <i>Dyplomatyka wieków średnich</i>, Warszawa 1971.
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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