University of Gdańsk

Subject card

Subject name and code	General methodology, PG_00167845		
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	3.0
Learning profile	academic	Assessment form	exam
Conducting unit			
Name and surname of lecturer (lecturers)	Subject supervisor	dr Jarosław Drozd	
	Teachers	dr Jarosław Drozd	

Lesson types

Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
Number of study hours	30.0	0.0	0.0	0.0	0.0	30

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	30	2.0	43.0	75

Subject objectives

The aim of the lectures is to familiarise students with archival working methods across all areas of archival practice, regardless of the type of records being processed, and to provide the knowledge necessary for further study of archival science and the development of expertise in this field.

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<tr><td>Learning outcomes</td><td>
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<tr><th>Course outcome</th><th>Subject outcome</th><th>Method of verification</th></tr>
<tr><td>[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</td><td>The student knows and understands theories, methods, and tools used in archival science, particularly in the field of archival methodology.</td><td>[SW4] test/exam - oral or written</td></tr>
<tr><td>[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</td><td>The student is ready to observe the principles of professional ethics of an archivist and to responsibly prepare for professional roles, as well as to demonstrate an understanding of values and attitudes of people in different historical contexts.</td><td>[SK8] observation of student's independent or team work</td></tr>
<tr><td>[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</td><td>The student is ready to critically evaluate their knowledge of archival science, recognizes the need for its continuous development, and makes use of professional literature and expert opinions.</td><td>[SK8] observation of student's independent or team work</td></tr>
<tr><td>[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</td><td>The student is able to apply their knowledge to analyse and interpret basic issues in archival methodology and to formulate structured statements.</td><td>[SU4] test/exam - oral or written</td></tr>
<tr><td>[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</td><td>The student knows and understands selected facts, phenomena, and the main methods and theories in archival science, enabling an understanding of the relationships between them.</td><td>[SW4] test/exam - oral or written</td></tr>
<tr><td>[HISTL3_U08] Is able to plan and organise his/her work effectively, independently acquiring and consolidating knowledge in a structured and systematic manner</td><td>The student is able to plan and organize their work and systematically acquire and consolidate knowledge in the field of archival science.</td><td>[SU4] test/exam - oral or written</td></tr>
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<tr><td>Subject contents</td><td>The lectures cover, in turn, topics relating to the acquisition (arrangement and organisation), storage, processing and access to archival materials.</td></tr>
<tr><td>Prerequisites and co-requisites</td><td></td></tr>
<tr><td>Assessment methods and criteria</td><td>
<table>
<tr><th>Subject passing criteria</th><th>Passing threshold</th><th>Percentage of the final grade</th></tr>
<tr><td>written exam</td><td>51.0%</td><td>100.0%</td></tr>
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<tr><td>Recommended reading</td><td>
<table>
<tr><td>Basic literature</td><td>H. Robótka, B. Ryszewski, A. Tomczak, Archiwistyka, Warszawa PWN 1989.

H. Robótka, Opracowanie i opis archiwaliów. Podręcznik akademicki, Toruń UMK 2016.</td></tr>
<tr><td>Supplementary literature</td><td>.</td></tr>
<tr><td>eResources addresses</td><td></td></tr>
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<tr><td>Example issues/ example questions/ tasks being completed</td><td></td></tr>
<tr><td>Work placement</td><td>Not applicable</td></tr>
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