

Subject card

Subject name and code	Organization of archives, PG_00168438						
Field of study	History						
Date of commencement of studies	October 2025		Academic year of realisation of subject		2026/2027		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study		
Mode of study	part-time studies		Mode of delivery		at the university		
Year of study	2		Language of instruction		Polish		
Semester of study	4		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						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	5.0	0.0	0.0	0.0	0.0	5
	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	5		2.0		20.0	27
Subject objectives	To provide students with a structured knowledge of the organization of contemporary Polish archives, their resources and their role in the supervision of growing documentation; to familiarize students with selected concepts in archival science concerning the organization and functions of archives.						

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 historical sciences, as well as the basic terminology of the humanities and social sciences (He has knowledge of the names, characteristics and nature of various forms and types of archives, the organization and basic aspects of the functioning of Polish archives after World War II and the processes of shaping their resources).	[SW3] text preparation/written work
	[HISTL3_U04] Is able to participate in debate - present and evaluate different opinions and positions and discuss them using correctly the professional terminology of the historical sciences	Able to participate in debate - present and evaluate different opinions and positions and discuss them correctly using professional terminology in the field of records management.	[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 ready to fulfill social obligations, co-organize activities for the benefit of the social environment in the field of education and promotion of historical and cultural heritage of Poland, his region and Europe.	[SK3] 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	Can search, analyze, evaluate select and use information using a variety of sources and methods.	[SU3] text preparation/written work
Subject contents	Forms, types of archives and their tasks. Processes of formation of archival resources. Organization and functioning of Polish archives after World War II. Objectives and scope of supervision of accruing archival resources. The role of archives in performing the supervision of the accruing documentation.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Written work on the topics of the class.	51.0%	100.0%
Recommended reading	Basic literature	Archiwa państwowe w Polsce. Przewodnik po zasobach. Oprac. zbiorowe, Warszawa 1998; Archiwa w Polsce. Informator adresowy, Warszawa 2004; A.Tomczak, Zarys dziejów archiwów polskich i ich współczesna organizacja, [w:] H.Robótka, B.Ryszewski, A.Tomczak, Archiwistyka, Warszawa 1989.	
	Supplementary literature	Biernat C., Problemy archiwistyki współczesnej, Warszawa 1977. Biernat C., Nowe metody nadzoru i opieki nad archiwami urzędów, przedsiębiorstw i instytucji, Archeion t. 40, 1964 r. Motas M., Kształtowanie narastającego zasobu archiwalnego, Archeion t. 61, 1974 r., s. 53-66.	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		