

Subject card

Subject name and code	Museum's documentation (lecture), PG_00167878						
Field of study	History						
Date of commencement of studies	October 2026		Academic year of realisation of subject		2027/2028		
Education level	Master'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	2		Language of instruction		Polish		
Semester of study	4		ECTS credits		1.0		
Learning profile	academic		Assessment form		credit		
Conducting unit	Division of 19th Century History -> Institute of History -> Faculty of History -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Michalina Petelska				
	Teachers						
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	Introduce students to the most important documents constituting the functioning of the museum and to application forms (grants and funding schemes).						
Learning outcomes	Course outcome		Subject outcome		Method of verification		
	[HISTMU2_U09] student is able to independently plan and implement their own lifelong learning and consciously develop their professional and research competences		Can independently plan and implement their own lifelong learning as part of work in various departments of the museum.		[SU2] presentation/project/paper/report		
	[HISTMU2_K02] Is prepared to recognise the importance of knowledge in solving cognitive and practical problems and to consult experts when having difficulty solving a problem independently		Is prepared to recognise the importance of knowledge in solving cognitive and practical problems and to consult experts from The National Institute for Museums and the Polish Association of Museum Registrars.		[SK1] oral statement/conversation/discussion		
	[HISTMU2_W03] Knows in depth the terminology, theories, methodology and descriptive tools of the historical sciences and related sciences		Knows in depth the terminology used in various types of museum documentation.		[SW3] text preparation/written work		

Subject contents	Register of cultural institutions.		
	Państwowy Rejestr Muzeów ("List of Registered Museums in Poland").		
	Museum statute.		
	Museum strategy. Detailed strategies (collection strategy, digital strategy, and others).		
	Application forms (grants and funding schemes).		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	presence	0.0%	10.0%
	term paper	51.0%	90.0%
Recommended reading	Basic literature	During the lectures, the statutes and strategies of selected museums and model application forms are analyzed.	
	Supplementary literature	Niezabitowski M., Szostak A., <i>Bariery przy opracowywaniu i wdrażaniu strategii oraz jej wpływ na zarządzanie Muzeum Historycznym Miasta Krakowa</i> , "Zarządzanie publiczne", 3(15)/2011, s. 6572. Szostak A., <i>Misja jako element zarządzania strategicznego muzeum</i> , "Archiwa, biblioteki i muzea kościelne", 107 (2017), s. 289 - 306. Vademecum dyrektora instytucji kultury, Warszawa 2021.	
	eResources addresses		
Example issues/ example questions/ tasks being completed	Characteristics of the content of the museum's multi-annual operational strategies.		
	What information must a museums statute contain? Funding schemes of the Polish Ministry of Culture.		
Work placement	Not applicable		

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