

**Subject card**

<b>Subject name and code</b>	Record Creation Processes to the End of the 18th Century - seminars, PG_00205569						
<b>Field of study</b>	History						
<b>Date of commencement of studies</b>	October 2026	<b>Academic year of realisation of subject</b>			2026/2027		
<b>Education level</b>	Bachelor's studies	<b>Subject group</b>			Obligatory subject group in the field of study Optional subject group Subject group related to scientific research in the field of study		
<b>Mode of study</b>	full-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	1	<b>Language of instruction</b>			Polish		
<b>Semester of study</b>	2	<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 Anna Żeglińska				
	Teachers						
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	15.0	0.0	0.0	0.0	15
	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
	Number of study hours	15		2.0		8.0	25
<b>Subject objectives</b>	A discussion of typology and the external and internal forms of office forms up to the 18th century, taking into account the filing processes.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[HISTL3_W08] Student knows and understands 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 [SW3] text preparation/written work
	[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	He critically evaluates his knowledge, demonstrates a willingness to constantly expand his knowledge and consult experts when he has difficulty solving a problem on his own.	[SK1] oral statement/conversation/discussion [SK3] text preparation/written work
	[HISTL3_W02] Has advanced, chronologically and thematically ordered knowledge of the history of ancient and modern Polish lands	He has advanced chronologically and thematically organized knowledge of archival science and records management, including the archival processes taking place in ancient and modern filing systems.	[SW1] oral statement/ conversation/discussion [SW3] text preparation/written work
	[HISTL3_W09] The student knows and understands the methods of analysing and interpreting historical sources, as well as their significance in historical research.	Has advanced knowledge to analyze and interpret historical sources and understands their usefulness in historical research.	[SW1] oral statement/ conversation/discussion [SW3] text preparation/written work
	[HISTL3_U01] student is able to apply their knowledge to solve complex and unusual problems in the field of history through the appropriate selection of sources, their critical analysis and the synthesis of information	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 [SU3] text preparation/written work
[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,	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	
Subject contents	Analysis of the external and internal elements of documents, office books and their typology - with examples.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Works performed during teaching activities	51.0%	75.0%
	Participation in problem discussions.	51.0%	25.0%
Recommended reading	Basic literature	<p>A.1. wykorzystywana podczas zajęć</p> <p>Robótka H., Ryszewski B., Tomczak A., Archiwistyka, Warszawa 1989</p> <p>Metodyka pracy archiwalnej, red. S. Nawrocki i S. Sierpowski, Poznań 2001</p> <p>Nawrocki S., <i>Rozwój form kancelaryjnych na ziemiach polskich od średniowiecza do końca XX wieku</i>, Poznań 1998.</p> <p>A.2. studiowana samodzielnie przez studenta</p> <p>Kopie dokumentów oraz fragmentów ksiąg wpisów z okresu późnego średniowiecza i czasów nowożytnych.</p>	

	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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