University of Gdańsk

Subject card

Subject name and code	Historical Document Studies up to the End of the 18th Century - lecture, PG_00205570		
Field of study	History		
Date of commencement of studies	October 2026	Academic year of realisation of subject	2026/2027
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	prof. dr hab. Rafał Kubicki	
	Teachers	prof. dr hab. Rafał Kubicki	

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	8.0	25

Subject objectives	The aim of the course is to familiarise students with the development, typology, and external and internal structure of documents, register books, and records of legal acts up to the end of the eighteenth century, as well as with the record-creating processes leading to the formation of archival records. The course provides the theoretical foundations necessary for identifying and interpreting historical record-keeping forms and prepares students for their analysis and description during seminar classes.

Learning outcomes

Course outcome	Subject outcome	Method of verification
[HISTL3_U08] Is able to plan and organise his/her work effectively, independently acquiring and consolidating knowledge in a structured and systematic manner	Is able to effectively plan and organize the process of independently acquiring and systematically consolidating knowledge in the field of diplomatics and records studies, using scholarly literature and historical sources.	[SU8] observation of student's independent or team work
[HISTL3_W08] Knows and understands, at an advanced level, the specialist terminology of historical studies (including terminology in at least one modern foreign language), as well as the terminology of the humanities and social sciences, and the basic concepts expressed in an ancient language.	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	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 [SK2] presentation/project/paper/ report
[HISTL3_W02] Has advanced, chronologically and thematically ordered knowledge of the history of ancient and modern Polish lands	Has advanced chronologically and thematically organized knowledge in the field of archival science and records management, including the archival processes taking place in ancient filing systems.	[SW1] oral statement/ conversation/discussion [SW3] text preparation/written work
[HISTL3_W09] Knows and understands, at an advanced level, the methods of analysing and interpreting historical sources, as well as their significance for 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] Has advanced knowledge and understanding of the specific characteristics of selected fields of historical research, such as political history, social history, economic history, cultural history, family history, and 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

The lecture presents the development of chanceries and record-keeping forms of communication up to the end of the eighteenth century. It covers the origins, evolution, and typology of documents, register books, and records of legal acts as the principal record-keeping forms of the pre-modern period. The course examines the principles governing their creation, their external and internal structure, their legal and administrative functions, and the record-creating processes leading to the formation of archival records. It also discusses writing materials, methods of document authentication, the development of registries, and the evolution of record-keeping systems. Particular attention is given to the significance of historical record-keeping forms for diplomatic and archival studies and to their influence on the formation, arrangement, and archival description of archival holdings.

Prerequisites and co-requisites

Assessment methods and criteria

Subject passing criteria	Passing threshold	Percentage of the final grade
Colloquium on the entire scope of the class	51.0%	80.0%
Participation in problem discussions.	51.0%	20.0%

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

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