University of Gdańsk

Subject card

Subject name and code	Introduction to Archival Science, PG_00205573						
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	2.0			
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 Jarosław Drozd				
	Teachers		dr Jarosław Drozd				
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	30.0	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	18.0	50	
Subject objectives	To learn basic archival literature, to master basic archival science, to become familiar with archival terminology, and to learning the attitudes and behaviours that characterise the archival profession.						

Learning outcomes

Course outcome	Subject outcome	Method of verification
[HISTL3_W01] Has an advanced knowledge and understanding of selected facts, objects and phenomena, as well as the methods and theories that explain the complex relationships between them, constituting fundamental general knowledge in the humanities	K1H_W01: The student knows and understands to an advanced degree selected facts, objects and phenomena and concerning them methods and theories explaining complex relations between them, constituting basic general knowledge in the field of archival science and records management.	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
[HISTL3_U03] The student is able to communicate with others using specialist terminology relevant to history and related disciplines, including terms from their chosen professional specialisation.	K1H_U03: The student is able to communicate with the public using specialised terminology specific to archivistisc	[SU1] oral statement/conversation/ discussion [SU4] test/exam - oral or written
[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.	K1H _W04: The student is familiar with the various fields of research in archival science and records management, such as the study of archival processes, including the processes of filing and archiving, informatology research, including information systems, etc.	[SW1] oral statement/ conversation/discussion
[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.	K1H_W08: The student has mastered the professional terminology of archival science, as well as the basic terminology specific to information science, as well as understanding the basic concepts in the old language concepts present in the sources	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
[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	K1H_K01: The student critically evaluates his/her knowledge, demonstrates a willingness to continuously extend it and to seek expert advice if he/she finds it difficult to solve a problem independently	[SK1] oral statement/conversation/ discussion [SK4] test/exam - oral or written

Subject contents

Basic literature on archival science (bibliography on archival science, textbooks, dictionaries of archival terminology, most relevant studies, journals, websites), archival concepts and terminology, archival science education in Poland and the world, associations, conferences and symposia on archival science, tasks and functions of modern archives.

Prerequisites and co-requisites

Ability to think constructively, ability to work conscientiously, willingness to learn new knowledge and skills.

Assessment methods and criteria

Subject passing criteria	Passing threshold	Percentage of the final grade
Colloquium	50.0%	70.0%
Graded credit	50.0%	20.0%
Frequency	80.0%	10.0%

Recommended reading

Basic literature	Polski Słownik Archiwalny, pod red. A. Bachulskiego, K. Konarskiego, A. Wolff, Warszawa 1952. Polski słownik archiwalny, red. W. Maciejewska, Warszawa 1974. H. Robótka, B. Ryszewski, A. Tomczak, Archiwistyka, Warszawa 1989. B. Ryszewski, Archiwistyka. Przedmiot-zakres-podział, Warszawa-Poznań-Toruń 1972. B. Ryszewski, Problemy i metody badawcze archiwistyki, Toruń 1985. Ustawa z dnia 14 lipca 1983 r. o narodowym zasobie archiwalnym i archiwach, Dz.U. 2020. 164.
Supplementary literature	C. Biernat, Problemy archiwistyki współczesnej, Warszawa 1977. H. Robótka, Wprowadzenie do archiwistyki, Toruń 2003. A. Tomczak, Archiwistyka i zawód archiwisty. Kilka refleksji, [w:] Archiwa polskie wobec wyzwań XXI wieku. Pamiętnik III Powszechnego Zjazdu Archiwistów Polskich, Toruń 2-4 września 1997, t. 1, pod red. D. Nałęcz, Radom 1997
eResources addresses	

Example issues/ example questions/ tasks being completed

Characterise the archival network in Poland

Work placement	Not applicable

Document generated electronically. Does not require a seal or signature.