University of Gdańsk

Subject card

Subject name and code	Studies of Administrative Records and Case Files - seminars, PG_00205601		
Field of study	History		
Date of commencement of studies	October 2026	Academic year of realisation of subject	2027/2028
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	2	Language of instruction	Polish
Semester of study	3	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 Jarosław Drozd	
	Teachers		

Lesson types

Lesson type	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

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

Discussion of the typology and the external and internal forms of case files taking into account the filing processes in the Prussian, Austrian, Russian and Polish chancelleries.

Learning outcomes

Course outcome	Subject outcome	Method of verification
[HISTL3_K02] Is ready to fulfil social and professional obligations related to the chosen specialisation and to co-organise activities serving the community in the areas of education and the promotion of the historical and cultural heritage of Poland, the region, and Europe.	Is ready to handle archival documentation responsibly and in accordance with professional ethical principles, and to undertake activities aimed at preserving and promoting historical and cultural heritage.	[SK8] 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.	K1H_W08: The student has mastered the professional terminology in the field of archival science	[SW4] test/exam - oral or written
[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.	K1H_W09: The student has advanced knowledge to analyse and interpretation of historical sources and understands their usefulness in historical research	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
[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 lines of research in the field of archival science and management documentation, such as the study of archival processes	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
[HISTL3_W02] Has advanced, chronologically and thematically ordered knowledge of the history of ancient and modern Polish lands	K1H _W02: The student has an advanced, chronologically and thematically, knowledge in the field of archival science and documentation management, including about processes archiving processes.	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
[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; and formulate and solve problems within their chosen area of professional specialisation	K1H _U01: The student is able to use the knowledge he/she possesses: to formulate and, through appropriate selection of information sources, critically analyse and synthesise them, solve solve complex and unusual problems in in the field of actuarial science of the file period.	[SU4] test/exam - oral or written [SU8] observation of student's independent or team work

Subject contents

An analysis of the external and internal elements of the case file period's office forms. The development of the of the clerical forms of the case file period. Typology of case file period office forms.

Prerequisites and co-requisites

Knowledge of basic archival terms and concepts.

Assessment methods and criteria

Subject passing criteria	Passing threshold	Percentage of the final grade
Colloquium	50.0%	90.0%
Frequency	80.0%	10.0%

Recommended reading

Basic literature	H. Robótka, B. Ryszewski, A. Tomczak, Archiwistyka, Warszawa 1989. S. Nawrocki, Rozwój form kancelaryjnych na ziemiach polskich od średniowiecza do końca XX wieku, Poznań 1998 Archiwa państwowe w Polsce. Przewodnik po zasobach. Oprac. zbiorowe, Warszawa 1998 A. Tomczak, Zarys dziejów archiwów polskich i ich współczesna organizacja, [w:] H. Robótka, B. Ryszewski, A. Tomczak, Archiwistyka, Warszawa 1989.

	Supplementary literature	J. Stojanowski, Akta Rady Nieustającej 1774-1788, Archeion, 4 (1928). Z. Chmielewski, Przesłanki modyfikowania proces aktotwórczego na ziemiach polskich w pierwszej fazie rozwoju akt spraw (1807-1931). Zarys problemu [w:] Historia i archiwistyka, księga pamiątkowa ku czci prof. A. Tomczaka, Toruń 1992, s. 135-145. I. Radtke, Akta spraw w systemie kancelarii pruskiej, Archeion, 78 (1984), s. 163-192. A. Przywuska, Dokumentacja kartograficzna Archiwum Państwowego w Gdańsku z lat 1520- 1650, [w:] Historia i archiwistyka, księga pamiątkowa ku czci prof. A. Tomczaka, Toruń 1992, s. 297-307.
	eResources addresses	
Example issues/ example questions/ tasks being completed	Typology and external and internal forms of chancellery case files taking into account the processes of world-forming processes in the Prussian Registry.	
Work placement	Not applicable	

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