

## Subject card

|                                             |                                                                                                                                                                                                             |                                                          |                                                                                                                                                                                                                                                                            |                                     |                                                         |            |     |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------|------------|-----|
| Subject name and code                       | Classification systems in documentation management, PG_00168424                                                                                                                                             |                                                          |                                                                                                                                                                                                                                                                            |                                     |                                                         |            |     |
| 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          |            |     |
| Mode of study                               | part-time studies                                                                                                                                                                                           |                                                          | Mode of delivery                                                                                                                                                                                                                                                           |                                     | at the university                                       |            |     |
| Year of study                               | 1                                                                                                                                                                                                           |                                                          | Language of instruction                                                                                                                                                                                                                                                    |                                     | Polish                                                  |            |     |
| Semester of study                           | 1                                                                                                                                                                                                           |                                                          | ECTS credits                                                                                                                                                                                                                                                               |                                     | 1.0                                                     |            |     |
| Learning profile                            | academic                                                                                                                                                                                                    |                                                          | Assessment form                                                                                                                                                                                                                                                            |                                     | credit                                                  |            |     |
| Conducting unit                             |                                                                                                                                                                                                             |                                                          |                                                                                                                                                                                                                                                                            |                                     |                                                         |            |     |
| Name and surname of lecturer (lecturers)    | Subject supervisor                                                                                                                                                                                          |                                                          | dr Jolanta Musiał                                                                                                                                                                                                                                                          |                                     |                                                         |            |     |
|                                             | Teachers                                                                                                                                                                                                    |                                                          |                                                                                                                                                                                                                                                                            |                                     |                                                         |            |     |
| Lesson types                                | Lesson type                                                                                                                                                                                                 | Lecture                                                  | Tutorial                                                                                                                                                                                                                                                                   | Laboratory                          | Project                                                 | Seminar    | SUM |
|                                             | Number of study hours                                                                                                                                                                                       | 5.0                                                      | 0.0                                                                                                                                                                                                                                                                        | 0.0                                 | 0.0                                                     | 0.0        | 5   |
|                                             | 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                                                                                                                                                                                       | 5                                                        |                                                                                                                                                                                                                                                                            | 2.0                                 |                                                         | 20.0       | 27  |
| Subject objectives                          | Familiarisation with classification systems in records management                                                                                                                                           |                                                          |                                                                                                                                                                                                                                                                            |                                     |                                                         |            |     |
| Learning outcomes                           | Course outcome                                                                                                                                                                                              |                                                          | Subject outcome                                                                                                                                                                                                                                                            |                                     | Method of verification                                  |            |     |
|                                             | [HISTL3_U02] Is able to correctly select and use appropriate methods and tools appropriate to the work of a historian (including advanced information and communication techniques)                         |                                                          | Students will be able to select and apply correctly the methods and tools appropriate to the work of an archivist (including those related to records management).                                                                                                         |                                     | [SU4] test/exam - oral or written                       |            |     |
|                                             | [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 |                                                          | Students critically appraise their knowledge and are prepared to continually extend their knowledge and to seek advice from experts in the field of archival science, especially when they have difficulties in solving problems related to records management themselves. |                                     | [SK8] observation of student's independent or team work |            |     |
|                                             | [HISTL3_W02] Has advanced, chronologically and thematically ordered knowledge of the history of ancient and modern Polish lands                                                                             |                                                          | The student has advanced, chronologically and thematically ordered knowledge of archival science and records management, including classification systems                                                                                                                  |                                     | [SW4] test/exam - oral or written                       |            |     |
| Subject contents                            | Registry (definition and meaning); registry system (journal, non-journal, mixed); norms governing the organisation and functioning of the registry; registry instructions; list of files.                   |                                                          |                                                                                                                                                                                                                                                                            |                                     |                                                         |            |     |
| Prerequisites and co-requisites             |                                                                                                                                                                                                             |                                                          |                                                                                                                                                                                                                                                                            |                                     |                                                         |            |     |
| Assessment methods and criteria             | Subject passing criteria                                                                                                                                                                                    |                                                          | Passing threshold                                                                                                                                                                                                                                                          |                                     | Percentage of the final grade                           |            |     |
|                                             |                                                                                                                                                                                                             |                                                          | 0.0%                                                                                                                                                                                                                                                                       |                                     | 20.0%                                                   |            |     |
|                                             |                                                                                                                                                                                                             |                                                          | 51.0%                                                                                                                                                                                                                                                                      |                                     | 80.0%                                                   |            |     |

|                                                                |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| Recommended reading                                            | Basic literature         | <p>Dokumentacja w zakładzie pracy. Przepisy kancelaryjne i archiwalne, Warszawa 1975.</p> <p>W. Jarzębowski, Nowoczesne biuro. Organizacja i technika, Warszawa 1972.</p> <p>E. Jendrzeczak, Korespondencja biurowa, Warszawa 2006.</p> <p>H. Krystek, Organizacja pracy kancelaryjnej, [w:] Vademecum kancelaryjno - archiwalne, pod red. K. Strykowskiego, Poznań 2006, s. 25-61.</p> <p>I. Radtke, Jednolite rzeczowe wykazy akt, Archeion t. 44, 1966.</p> <p>I. Radtke, Kancelaria współczesna, Archeion, t. 100, 1999.</p> <p>H. Robótka, Co o wykazach akt wiedzieć należy, cz. I - Archiwista Polski, 2005, nr 1; cz. II - Archiwista Polski, 2005, nr 2.</p> |
|                                                                | Supplementary literature | <p>W. Mikołajczewska, T. Noch, Organizacja pracy biurowej, Wybrane zagadnienia, Gdańsk 2007.</p> <p>H. Robótka, Współczesna biurowość. Zagadnienia ogólne, Toruń 2010.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                | eResources addresses     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Example issues/<br>example questions/<br>tasks being completed |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Work placement                                                 | Not applicable           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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