University of Gdańsk

Subject card

Subject name and code	Contemporary Documentation I, PG_00168423						
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 Subject group related to scientific research in the field of study			
Mode of study	part-time studies		Mode of delivery	e-learning			
Year of study	1		Language of instruction	Polish			
Semester of study	1		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 Jolanta Musiał				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	7.0	0.0	0.0	0.0	0.0	7
	E-learning hours included: 7.0						
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	7		2.0		16.0	25
Subject objectives	Learning the principles of contemporary records management.						

<table>
<tr><td>Learning outcomes</td><td>
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<tr><th>Course outcome</th><th>Subject outcome</th><th>Method of verification</th></tr>
<tr><td>[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.</td><td>Is ready to responsibly participate in activities related to the collection, processing, preservation and accessibility of contemporary documentation, and to co-organize activities aimed at preserving and promoting the historical and cultural heritage of Poland, the region and Europe.</td><td>[SK8] observation of student's independent or team work</td></tr>
<tr><td>[HISTL3_U02] Is able to select methods and tools appropriate to historical research and practice, including advanced information and communication technologies (ICT).</td><td>The student is able to correctly select and apply appropriate methods and tools appropriate to the work of an archivist</td><td>[SU2] presentation/project/paper/ report</td></tr>
<tr><td>[HISTL3_W11] Knows and understands the economic, legal, ethical and other conditions affecting various types of professional activity related to history, including the concepts and principles of industrial property protection and copyright law.</td><td>Students will know and understand the basic economic, legal, ethical and other determinants of various professional activities related to archival science and contemporary records management</td><td>[SW1] oral statement/ conversation/discussion</td></tr>
<tr><td>[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</td><td>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 of records management</td><td>[SW1] oral statement/ conversation/discussion</td></tr>
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<tr><td>Subject contents</td><td>Modern documentation and its types, the Registry Manual and the Archive Manual and their role in records management, the file list, office technology.</td></tr>
<tr><td>Prerequisites and co-requisites</td><td>Ability to think constructively, ability to work selectively and conscientiously, willingness to learn new skills.</td></tr>
<tr><td>Assessment methods and criteria</td><td>
<table>
<tr><th>Subject passing criteria</th><th>Passing threshold</th><th>Percentage of the final grade</th></tr>
<tr><td>Coloquium</td><td>50.0%</td><td>70.0%</td></tr>
<tr><td>Frequency</td><td>70.0%</td><td>30.0%</td></tr>
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<tr><td>Recommended reading</td><td>
<table>
<tr><td>Basic literature</td><td>Dokumentacja w zakładzie pracy. Przepisy kancelaryjne i archiwalne, oprac. K. Radczuk, Warszawa 1975.
Pustuła Z., Kancelaria i archiwum zakładowe, Warszawa 2001.
Nawrocki S., Rozwój form kancelaryjnych na ziemiach polskich od średniowiecza do końca XX wieku, Poznań 1998.</td></tr>
<tr><td>Supplementary literature</td><td>Robótka H., Tomczak A., Ryszewski B., Archiwistyka, Warszawa 1989</td></tr>
<tr><td>eResources addresses</td><td></td></tr>
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<tr><td>Example issues/ example questions/ tasks being completed</td><td>Characterise the types of contemporary documentation.</td></tr>
<tr><td>Work placement</td><td>Not applicable</td></tr>
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