University of Gdańsk

Subject card

Subject name and code	Institutional Archive, PG_00168433						
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			
Mode of study	part-time studies		Mode of delivery	e-learning			
Year of study	2		Language of instruction	Polish			
Semester of study	3		ECTS credits	2.0			
Learning profile	academic		Assessment form	exam			
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	5.0	0.0	0.0	0.0	0.0	5
	E-learning hours included: 5.0						
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		43.0	50
Subject objectives	To provide students with a structured knowledge of the conditions of contemporary internal archives of institutions, the principles and the principles and rules of documentation handling in these archives. To consolidate and deepen knowledge of terminology and conceptual apparatus in the field of records management.						

Learning outcomes

Course outcome	Subject outcome	Method of verification
[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	The student is able to use the knowledge he/she possesses: to formulate and, through the appropriate selection of information sources, critical analysis and synthesis, solve complex and untypical problems in the field of archival records management the internal workings of the institutions, including the ability to take over documentation, record it, organise and transfer archival materials to the permanent archives.	[SU3] text preparation/written work
[HISTL3_W07] The student has an advanced knowledge and understanding of the key theories, research methods and tools of the historian's trade, including those relevant to their chosen area of specialisation.	Students know and understand to an advanced degree the most important theories, research methods and tools of archivist's workshop	[SW3] text preparation/written work
[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	The student knows and understands to an advanced degree selected facts, objects and phenomena, as well as related methods and theories explaining complex relationships between them, constituting basic general knowledge in the field of functioning of contemporary internal archives of institutions	[SW3] text preparation/written work
[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	The student critically evaluates his/her knowledge, demonstrates readiness to continuously to broaden their knowledge, and to consult experts in the event of difficulties with solving a problem independently in the field of contemporary internal archives of institutions	[SK1] oral statement/conversation/ discussion

Subject contents

The concept of the institution's archive, types of archives, the place of the archive in the internal structures of the institution, the functions and tasks of the archive in the institution, the staff of the institution's archive, the premises of the institution's archive, the characteristics of the basic scopes of functioning of the institution's archive (cooperation with the filing units, taking over documentation from these units, storing documentation, arranging, recording, discarding, making it available).

Prerequisites and co-requisites

None

Assessment methods and criteria

Subject passing criteria	Passing threshold	Percentage of the final grade
The exam	50.0%	70.0%
Frequency	70.0%	30.0%

Recommended reading

Basic literature

Kancelaria i archiwum zakładowe. Podręcznik. Wyd. IV poprawione i rozszerzone. Oprac. zbiorowe pod red. E.Borodija, Warszawa 2009

Kancelaria i archiwum zakładowe. Podręcznik. Oprac. zbiorowe pod red. Z.Pustuły, Warszawa 2000

Szczepaniak R., Archiwum zakładowe, Warszawa 1976

P.Thiem, Instrukcja archiwalna z komentarzem, Gdańsk 2011

	Supplementary literature	Kancelaria i archiwum zakładowe. Podręcznik. Oprac. zbiorowe pod red. Z. Pustuły, Warszawa 2000 Biernat C., Problemy archiwistyki współczesnej, Warszawa 1977 Metodyka pracy archiwalnej, pod red. S.Nawrockiego i S.Sierpowskiego, Poznań 1998 Robótka H., Ryszewski B., Tomczak A., Archiwistyka. Warszawa 1989
	eResources addresses	
Example issues/ example questions/ tasks being completed	Explain the concept of the institution's archive.	
Work placement	Not applicable	

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