



Teaching Guide

Identifying Data					2024/25
Subject (*)	Historiographical Sciences and Techniques		Code	710G04019	
Study programme	Grao en Xestión Dixital de Información e Documentación				
Descriptors					
Cycle	Period	Year	Type	Credits	
Graduate	2nd four-month period	Third	Optional	6	
Language	Spanish				
Teaching method	Face-to-face				
Prerequisites					
Department	Humanidades				
Coordinador	Pena Álvarez, María	E-mail	m.pena1@udc.es		
Lecturers	Pena Álvarez, María	E-mail	m.pena1@udc.es		
Web					
General description	Coñecer as principais ciencias e técnicas historiográficas e os seus obxectivos de estudio. Faremos unha aproximación aos principios básicos da Paleografía, a Diplomática, a Iconografía, a Numismática o a Codicología.				

Study programme competences / results

Code	Study programme competences / results
A1	CE1 - Know and understand the theoretical and methodological principles of information and documentation management to apply them in their professional activity
A2	CE2 - Have the humanistic knowledge that allows you to have a solid culture to contextualise the acquired knowledge
A3	CE3 - Knowing the reality and the social conditioning factors that influence the management of information
A4	CE4 - Master the foundations of the behavior of individuals in the search, recovery and use of information, taking as a point of reference the aspects of motivation, environment and context
A5	CE5 - Master the relevant sources of information that allow you to effectively meet the demands of users for both research and business
A6	CE6 - Search and retrieve information in various media to respond to the demand of information users
A20	CE20 - Master the bases to develop research activities using multidisciplinary methods and principles
B1	CB1 - Possess and understand knowledge that provides a basis or opportunity to be original in the development and / or application of ideas, often in a research context
B2	CB2 - Apply the knowledge acquired and their ability to solve problems in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their area of study
B3	CB3 - Be able to integrate knowledge and face the complexity of making judgments based on information that, being incomplete or limited, includes reflections on social and ethical responsibilities linked to the application of their knowledge and judgments
B4	CB4 - Know how to communicate their conclusions -and the knowledge and ultimate reasons that sustain them- to specialized and non-specialized audiences in a clear and unambiguous way
B5	CB5 - Possess the learning skills that allow them to continue studying in a way that will be largely self-directed or autonomous
B6	CG1 - Capacity for cooperation, teamwork and collaborative learning
B7	CG2 - Capacity for reflection and critical reasoning
B8	CG3 - Capacity for planning, organization and management of resources, information and operations
B9	CG4 - Capacity for analysis, diagnosis and decision making
B10	CG5 - Ability to work in an international and global context
B11	CG6 - Ability to understand the importance, value and function of the Digital Information and Documentation Management in the current ICT society
C1	CT1 - Express correctly, both orally and in writing, in the official languages ??of the autonomous community
C2	CT2 - Use the basic tools of information and communication technologies (ICT) necessary for the exercise of their profession and for learning throughout their lives
C3	CT3 - Develop oneself for the exercise of a citizenship that respects democratic culture, human rights and the gender perspective
C4	CT4 - Understand the importance of the entrepreneurial culture and know the means available to entrepreneurs
C5	CT5 - Acquire skills for life and habits, routines and healthy lifestyles



C6	CT6 - Develop the ability to work in interdisciplinary or transdisciplinary teams, to offer proposals that contribute to a sustainable environmental, economic, political and social development
C7	CT7 - Assess the importance of research, innovation and technological development in the socio-economic and cultural progress of society
C8	CT8 - Have the ability to manage time and resources: develop plans, prioritize activities, identify criticisms, establish deadlines and comply with them

Learning outcomes			
Learning outcomes	Study programme competences / results		
Coñecer as principais Ciencias e Técnicas historiográficas e os seus obxectos de estudo: Paleografía, Diplomática, Iconografía, Sixilografía, Numismática e Codicoloxía-Bibliografía.	A1 A2 A3 A20	B1 B2	C1 C2 C3
Comprender a importancia da escritura como fonte de coñecemento. Coñecer a evolución da escrita e da produción documental latina.	A1 A2 A3 A4 A5 A6	B3 B4	C1 C2
Acadar coñecemento dos documentos que integra o universo histórico.	A1 A2 A6	B9 B10	C5 C6 C7
Traballar con documentos manuscritos e imaxes.	A1 A2 A4 A5 A6	B5 B6 B7 B8 B11	C4 C8

Contents	
Topic	Sub-topic
1. Ciencias e Técnicas Historiográficas	1.1. Que son? 1.2. Características básicas 1.3. Repositorios dixitais
2. Paleografía	2.1. Orixe 2.2. Materiais de escritura, instrumentos de escritura e tintas. 2.3. Aproximación ás letras, conexións de letras e formas abreviadas. 2.3. A paleografía e as falsificacións.
3. Diplomática	3.1. O documento e as súas características 3.2. Evolución da Diplomática
4. Iconografía	4.1. Iconografía e Iconoloxía 4.2. A imaxe como portadora dunha mensaxe
5. Outras técnicas historiográficas	5.1. Cronoloxía 5.2. Sixilografía 5.3. Numismática 5.4. Codicoloxía

Planning



Methodologies / tests	Competencies / Results	Teaching hours (in-person & virtual)	Student?s personal work hours	Total hours
Guest lecture / keynote speech	A1 A2 A3 C3 C6 C7	21	0	21
Mixed objective/subjective test	A2 B4 B5 B6 B7 B8 B9 B11 C1 C2 C4 C5	2	20	22
Supervised projects	B2 B3 B5 B6 B7 B8 B9 B10 C8	8	30	38
Workbook	A1 A2 A3 A4 B8 B9 B11 C1 C2	2	14	16
Directed discussion	A4 A5 A6 A20 B1 B4	21	30	51
Personalized attention		2	0	2

(*)The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

Methodologies	
Methodologies	Description
Guest lecture / keynote speech	Tanto a parte teórica como a práctica serán explicadas en clase.
Mixed objective/subjective test	Proba de resposta breve sobre os contidos teóricos e prácticos da materia para a avaliación dos coñecementos adquiridos.
Supervised projects	Presentarase un traballo que estará relacionado coa materia. O traballo presentarase en mano o día da data do exame.
Workbook	Efectuaranse diversas lecturas para que o alumnado exponga na discusión dirixida.
Directed discussion	Os alumnos dialogarán sobre un tema. Será moderado pola docente.

Personalized attention	
Methodologies	Description
Directed discussion	Haberá atención personalizada: presencial ou telemática.
Supervised projects	Nota para estudantes con "dispensa académica de exención de asistencia": Deben poñerse en contacto coa docente para fixar as liñas de actuación co fin de seguir a materia con efectividade.

Assessment			
Methodologies	Competencies / Results	Description	Qualification
Directed discussion	A4 A5 A6 A20 B1 B4	Valorarase a exposición que faga o estudante do tema a debater e os argumentos usados.	30
Supervised projects	B2 B3 B5 B6 B7 B8 B9 B10 C8	O traballo presentarase o día do exame e a docente conversará co estudante.	70

Assessment comments



É requisito imprescindible para aprobar presentar o traballo tutelado e asistir ás Debates dirixidas.

Nota para estudantes con "exención de asistencia académica":

En concreto, as medidas de dedicación para ?Alumnado con recoñecemento de dedicación a tempo parcial e exención académica de asistencia? son as seguintes:

-Deben poñerse en contacto coa profesora a primeira semana para establecer as liñas de actuación.

-Deberán asistir a clase o número mínimo de horas establecidos regulamentariamente.

-As datas de entrega dos "Traballos tutelados" será o día do exame.

-Os Debates guiados substituiranse por un exposición orixinal dos temas propostos neles.

Segunda oportunidade:

Un traballo entregarse o día do exame e colgarase previamente no Campus Virtual.

Plaxio:

A realización fraudulenta das probas ou actividades de avaliación implicará directamente unha nota de suspenso '0' na materia da convocatoria correspondente, quedando sen efecto a cualificación obtida en todas as actividades de avaliación da convocatoria extraordinaria.

Sources of information

Basic	<p>Canellas López, Ángel. Exempla scripturarum latinarum : in usum scholarum / Ang. Canellas Caesaraugustae [Zaragoza] : Librería General, 1974. Canellas López, Ángel. Exempla scripturarum latinarum : in usum scholarum / Ang. Canellas Caesaraugustae [Zaragoza] : Librería General, 1974. Carmona de los Santos, M. Manual de sigilografía. Subdirección General de los Archivos Estatales. Madrid, 1996. Carmona de los Santos, M. De sellos y blasones: sigiloheráldica para archiveros. S & C Ediciones. Carmona, 1996. Gil Farrés, O. Introducción a la numismática. Asociación Numismática Española. Museo Casa de la Moneda. Madrid, 1993. Introducción a la Paleografía y la Diplomática general / Editor, Ángel Riesco Terrero ; [Coautores, Ana Belen Sánchez Prieto et al.] . Madrid : Síntesis, D.L. 1999. Millares Carlo, Agustín. Tratado de paleografía española / Agustín Millares Carlo ; con la colaboración de José Manuel Ruiz Asencio . - 3a. ed. Madrid : Espasa-Calpe, 1983. Núñez Contreras, Luis. Manual de paleografía: fundamentos e historia de la escritura latina hasta el siglo VIII/ Luis Núñez Contreras; bibliografía de María del Carmen Lozano Sánchez; prólogo de Josefina Mateu Ibars Madrid : Cátedra, D.L. 1994. Paleografía y escritura hispánica / Juan Carlos Galende Díaz, Susana Cabezas Fontanilla, Nicolás Ávila Seoane (coords.) . Madrid : Síntesis, D.L. 2016. Riesco Terrero, A. Introducción a la sigilografía. Consejo Superior de Investigaciones Científicas. Madrid, 1978. Riesco Terrero, A.; Arnall Juan, M^a A. Introducción a la paleografía y la diplomática general. Síntesis (colecc. Letras universitarias, 21). Madrid, 1999. Romero Tallafigo, Manuel. Arte de leer escrituras antiguas : paleografía de lectura / Manuel Romero Tallafigo, Laureano Rodríguez Liáñez, Antonio Sánchez González . - 3^a ed. amp. Huelva : Universidad de Huelva, 2003. Tamayo, A. Archivística, diplomática y sigilografía. Cátedra. Madrid, 1996.</p>
Complementary	

Recommendations

Subjects that it is recommended to have taken before

Subjects that are recommended to be taken simultaneously

Subjects that continue the syllabus

Other comments

(*)The teaching guide is the document in which the URV publishes the information about all its courses. It is a public document and cannot be modified. Only in exceptional cases can it be revised by the competent agent or duly revised so that it is in line with current legislation.