

**COURSE DATA****DATA SUBJECT****Code:** 33845**Name:** Origin of the Documentary Process**Cycle:** Undergraduate Studies**ECTS Credits:** 6**Academic year:** 2026-27**STUDY (S)**

Degree	Center	Acad. year	Period
1007 - Degree in Information and Documentation	Facultat de Geografia i Història	4	Second quarter

SUBJECT-MATTER

Degree	Subject-matter	Character
1007 - Degree in Information and Documentation	Optional subjects	ELECTIVES

COORDINATION

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SUMMARY

It is a question of an optional matter in which there is analysed and understands, according to the criteria of the Diplomatic, the form of the documents produced during the Middle Ages in the western world, and in I make concrete in the Iberian Peninsula. There are studied the genesis or the stages for which it spends the creation of a written document, the different offices of documentary production (chanceries and offices of a notary), the persons who intervene in the confection of the documents, the different types of documents according to the chanceries (pontifical, royal) and the tradition or way since the documents have come up to us (original, copy, false). This matter allows to penetrate into the acquired knowledge the previous course on historiographic technologies for the documentary investigation and completes the formation of the professional futures in Information and Documentation.

PREVIOUS KNOWLEDGE**RELATIONSHIP TO OTHER SUBJECTS OF THE SAME DEGREE**

There are no specified enrollment restrictions with other subjects of the curriculum.

OTHER REQUIREMENTS



COMPETENCES / LEARNING OUTCOMES

1007 - Degree in Information and Documentation

Optional subjects deal in greater depth with the competences already covered in compulsory subjects.

DESCRIPTION OF CONTENTS

1. General Diplomatic

After a brief introduction by the general beginning of the Diplomatic, the aim of this topic is to establish the differences between public and private document, know those who are the persons who intervene in the creation of the document, to distinguish the stages for which the document happens during his production, to analyse the external and internal characters of the document, to discover how the notaries were learning to write the documents and to know the different forms that the document adopts in his tradition from the original one to the notarial copy or the copy in registers and cartularies.

2. The persons and the organisms of the documentary expedition in the Middle Ages

The Pontifical Chancery was the organism that issued the major number of documents of the European Middle Ages, intensifying his production in the centuries XIV-XV. The study of the papal documents begins with the general development of the diplomatic science and has not stopped to the present day owed also to the great influence that exercised this chancery on the lay chanceries. For the study of this thematic unit a systematic order has been chosen, without forgetting the chronological subdivision, to know the documentary "iter" of the above mentioned chancery, the persons who were intervening in the course of the same one and the types of produced documents. Of the same way it passes to the study of both big royal peninsular chanceries during the Middle Ages, since it were that of the Crown of Aragon and that of the kingdom of Castile, analysing in them his functioning and the diverse documentary produced types. Finally, there is approached the study of the private document, especially after the emergence of the notarial institution.

The Spanish administration in the Hispanic Monarchy receives his fundamental stamp of the political system that reports progressively to the State in this epoch: the Absolutism. The absolute regime brings as consequence the unification of the different regional and statutory varieties, for the organization of the public life, and especially the centralization of the different power and functions, in hands of the king, who exercises them across organs and civil servants dependent on his person. Parallel to the movement unifier, we can indicate the centralist in the march of the Spanish Administration across the diverse Secretariats of State. The bureaucracy is another characteristic of the modern Administration and common note to the whole Europe. In this thematic unit these three characteristics are studied taking as an example the



3. The persons and the organisms of the documentary expedition in the Hispanic Monarchy

Secretaría de Estado y del Despacho de Indias, knowing the royal civil servants who recover his respective charges, and the form and expedition of the administrative document in his three phases of initiation, instruction and resolution.

WORKLOAD

PRESENCIAL ACTIVITIES

Activity	Hours
Theory	60,00
Total hours	60,00

NON PRESENCIAL ACTIVITIES

Activity	Hours
Attendance at other activities	0,00
Individual or group project	0,00
Independent study and work	50,00
Preparation of lessons	0,00
Preparation for assessment activities	40,00
Resolution of case studies	0,00
Total hours	90,00

TEACHING METHODOLOGY

It will have four hours of classes attend them a week, in which the teacher will expose those fundamental aspects that they will guide to the student in the comprehension of the different topics. In these classes they will be had in it counts so much the contents of historical nature like the methods and technologies of the Diplomatic that should help to understand the evolution, formation and structure of the documents, the systems used for his dating, as well as the methods used for his validation.

For it, the student will have to come to the classes with a **Dossier of didactic material** that it will be able to acquire in the Service of Reprography of the Center from the first day of class, in which he will find texts, maps or other didactic resources that complement the oral exhibition, and especially different reproductions of documents that will allow him to approach the knowledge of the documentary typologies of the different chanceries.

As it there needs the part corresponding to every topic, he will devote himself a daily time to the reading and comprehension of documentary written testimonies in that the students will take part in an active way.

The work of practical character realized in the classroom with the didactic material will be an object of a **continuous assessment**.



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EVALUATION

1. Exam: It will consist of a written theoretical - practical test in which the precision and the rigor will be valued specially for the treatment of the information, the coherence for the expression of the contents and the aptitude to relate concepts. The exam will be realized in the official date fixed by the Center and will constitute 50 % of the total note. Nevertheless, it is necessary to warn that only they will make average with the rest of qualifications those exams that obtain a **minimal note of 5**.

2. Continuous assessment: The work of practical character realized in the classroom with reproductions will be an object of a continuous assessment for which three tests will be realized. In the Educational Guide Annexe they indicate to the dates in that will take place three foreseen tests. The continuous assessment supposes 50 % of the total note.

The qualifications obtained in each of the tests that integrate the continuous assessment will be kept for the second summons. In any case they will be recoverable.

The composition of the final note will be abided, in synthesis, by the following picture:

Final exam	50%
Continuous assessment	50%
TOTAL	100 %

This assessment departs from the premise of that the teaching in the Universitat de València is, for definition, a teaching in-person. In this respect, the student must have present that the assistance to the classes is fundamental for a suitable follow-up of the contents of the subject. The student must be present equally the possibility of a part-time matriculation, when him it is not possible to be present at the totality of the subjects that compose a complete course (60 credits). With everything, the possibility will be established, in the cases that are adequately well-taken and for those students who request it, to be evaluated without need to be present at the totality or at part of the classes. In these cases the student



must come from the following way:

.Must be informed at the beginning of the course the teacher responsible for the subject by the incidence that he is unable to attend class, which must be adequately justified in a document.

. The responsible teacher, in view of this information will decide the possibility of assessment without total or partial assistance to the classes of the subject.

Regarding the obligations that students have when using AI in assessable activities, and concerning the declaration of responsible AI use, please refer to the "Guidelines for the Responsible Use of Artificial Intelligence (AI) in Teaching and Assessment Activities at the University of Valencia" at the following link:

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- <http://www.monasterium.net>