

Subject card

Subject name and code	Administrative personal law - auditorium classes, PG_00132155						
Field of study	Law in administration and economy						
Date of commencement of studies	October 2024	Academic year of realisation of subject			2025/2026		
Education level	Master's studies	Subject group			Optional subject group		
Mode of study	part-time studies	Mode of delivery			at the university		
Year of study	2	Language of instruction			Polish Polish		
Semester of study	4	ECTS credits			4.0		
Learning profile	academic	Assessment form			credit		
Conducting unit	Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		mgr Karol Ważny				
	Teachers		dr Paulina Glejt-Uziębło				
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	20.0	0.0	0.0	0.0	20
	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	20		0.0		80.0	100
Subject objectives	The aim of the course is to deepen students' understanding of the administrative and legal aspects of an individual's status within the state. The course familiarizes students with the legal regulations governing natural persons in the Polish legal system, particularly in the areas of citizenship, civil status, population registration, identity documents, and other forms of administrative-legal identification. It also aims to develop students' skills in interpreting legal provisions, analyzing case law, and solving practical case studies, enabling them to identify and resolve legal issues related to the legal position of individuals in their interactions with public administration.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	PAGMU2_UW03	<p>EK_02 – The student is able to analyze legal provisions concerning the administrative-legal status of an individual and apply them in practice — to solve legal cases, interpret court rulings, and draft administrative documents.</p> <p>EK_03 – The student is able to formulate hypotheses related to legal issues concerning the position of an individual within public administration, select appropriate procedures and methods of verification, and critically evaluate the effectiveness of proposed solutions.</p>	<p>[SU1] oral statement/conversation/discussion [SU3] text preparation/written work [SU4] test/exam - oral or written [SU5] implementation of a problem task [SU8] observation of student's independent or team work</p>
	PAGMU2_WG02	<p>EK_01 – The student knows and understands both basic and advanced concepts, institutions, and regulations in the field of administrative personal law, including citizenship, civil status, identity documents, and population registration, and understands their significance for the functioning of public administration.</p>	<p>[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW3] text preparation/written work [SW5] implementation of a problem task</p>
	PAGMU2_KK01	<p>EK_04 – The student demonstrates readiness to critically analyze and assess the applicability of legal procedures and administrative practices in the context of protecting individual rights. They are able to justify their opinions and, if necessary, seek expert knowledge.</p> <p>EK_05 – The student recognizes the importance of administrative personal law in shaping the relationship between the individual and the state and is aware of the responsibility of public administration toward citizens.</p>	<p>[SK1] oral statement/conversation/discussion [SK3] text preparation/written work [SK4] test/exam - oral or written [SK5] implementation of a problem task [SK8] observation of student's independent or team work</p>

Subject contents	<ol style="list-style-type: none"> 1. The concept and scope of administrative personal law origins, subject matter, and links with other branches of public law. 2. Polish citizenship acquisition, loss, and the legal status of a citizen under the Constitution and specific legislation. 3. Legal status of foreigners in the Republic of Poland residence permits, international protection, administrative obligations. 4. National and ethnic minorities individual rights, protection instruments, registration issues. 5. Population registration reporting obligations, residency records, the PESEL system. 6. Identification documents national ID card, passports, issuance procedures, invalidation, and citizen responsibilities. 7. Civil status and civil status records birth, marriage, death, and the role of civil registry offices. 8. Change of first name and surname legal grounds, administrative procedures, and legal effects. 9. Administrative and legal effects of a persons death death registration, burial rights, and cemetery administration. 10. Freedom of conscience and religion in administrative law registration of religious associations, denominational schools, and religious symbols. 11. Public assemblies notification procedures, restrictions, and the powers of public administration authorities. 12. The constitutional duty to defend the homeland military registration, personal services, and citizens duties toward the state. 						
Prerequisites and co-requisites	<p>Prerequisites:</p> <ul style="list-style-type: none"> • Knowledge of basic concepts and institutions of administrative law acquired through the course <i>Administrative Law</i>. • Ability to use legal texts (including legal information systems). • Basic analytical skills and logical reasoning abilities. <p>Recommended Additional Requirements:</p> <ul style="list-style-type: none"> • Interest in the legal status of individuals in relation to public administration. • Willingness to independently explore case law and interpret legal provisions. • Ability to work in a group and actively participate in problem-solving discussions. 						
Assessment methods and criteria	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Subject passing criteria</th> <th style="width: 25%;">Passing threshold</th> <th style="width: 25%;">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td>written colloquium</td> <td>51.0%</td> <td>100.0%</td> </tr> </tbody> </table>	Subject passing criteria	Passing threshold	Percentage of the final grade	written colloquium	51.0%	100.0%
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Recommended reading	Basic literature	<p>Academic Literature:</p> <ol style="list-style-type: none"> 1. <i>Material Administrative Law</i>, eds. Z. Duniewska, B. Jaworska-Dębska, P. Korzeniowski, E. Olejniczak-Szałowska, Warsaw 2022. <p>Selected Legal Acts (in force in Poland):</p> <ol style="list-style-type: none"> 1. Constitution of the Republic of Poland of 2 April 1997 2. Act of 2 April 2009 on Polish Citizenship (Journal of Laws 2022, item 465, as amended) 3. Act of 12 December 2013 on Foreigners (Journal of Laws 2023, item 519, as amended) 4. Act of 6 January 2005 on National and Ethnic Minorities and on the Regional Language (Journal of Laws 2023, item 194) 5. Act of 24 September 2010 on Population Registration (Journal of Laws 2022, item 1191, as amended) 6. Act of 6 August 2010 on Identity Cards (Journal of Laws 2022, item 671, as amended) 7. Act of 13 July 2006 on Passport Documents (Journal of Laws 2022, item 350, as amended) 8. Act of 28 November 2014 Law on Civil Status Records (Journal of Laws 2022, item 1681, as amended) 9. Act of 17 October 2008 on the Change of First Name and Surname (Journal of Laws 2022, item 127) 10. Act of 31 January 1959 on Cemeteries and Burial of the Deceased (Journal of Laws 2023, item 887) 11. Act of 24 July 2015 Law on Assemblies (Journal of Laws 2022, item 1389) 12. Act of 11 March 2022 on the Defense of the Homeland (Journal of Laws 2022, item 655, as amended) 13. Act of 17 May 1989 on Guarantees of Freedom of Conscience and Religion (Journal of Laws 2023, item 1279)
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	Supplementary literature	<p>Academic Literature:</p> <ol style="list-style-type: none"> 1. M. Kumela-Romańska, <i>The Administrative and Legal Status of Foreigners in Poland</i>, Warsaw 2016. 2. B. Kotowicz, A. Kurzawa, B. Opaliński, <i>The Law on Civil Status Records. Commentary</i>, Warsaw 2022. 3. Z. Czarnik, W. Maciejko, P. Zaborniak, <i>The Law on Population Records. Commentary</i>, Warsaw 2016. 4. A. Czajkowska, B. Romocka-Tyfel, <i>Change of First Name and Surname. Origins, Commentary, Case Law, Decision Templates</i>, Warsaw 2021. 5. J. Zimmermann (ed.), <i>Freedom in Administrative Law</i>, Warsaw 2017. 6. M. Jurgilewicz, S. Grabowska, R. Grabowski (eds.), <i>Public Assemblies in Poland. Theory, Practice, and Commentary</i>, Toruń 2022. 7. H. Królikowski, <i>Defense of the Homeland. Commentary</i>, Warsaw 2023. 8. P. Sularz, <i>Cemeteries in Poland. Administrative-Legal Aspects</i>, Warsaw 2022.
	eResources addresses	

<p>Example issues/ example questions/ tasks being completed</p>	<p>Sample topics discussed during the course:</p> <ul style="list-style-type: none"> • The administrative and legal status of a natural person definition and consequences. • Acquisition and loss of Polish citizenship legal grounds, procedures, implications. • Registration obligations for citizens and foreigners. • The role and competencies of civil registry offices in recording personal events. • Administrative protection of freedom of conscience and religion. • Citizen participation in national defense rights and obligations. • Legal conditions and consequences of changing ones first name or surname. • The role of public administration in organizing public assemblies and constitutional limitations. <p>Sample examination or test questions:</p> <ul style="list-style-type: none"> • Under what circumstances can a Polish citizen lose their citizenship? • What is the difference between a birth certificate and a marriage certificate from the perspective of administrative law? • What rights are granted to a foreigner legally residing in Poland? • Explain under what conditions administrative authorities may limit the freedom of assembly. • What legal conditions must be met to change ones first name or surname? <p>Sample assignments completed during the course:</p> <ul style="list-style-type: none"> • Solving a legal case regarding the refusal to issue a passport. • Drafting an administrative decision concerning a change of surname. • Analyzing a judgment of an administrative court regarding population registration. • Comparing the legal status of a foreigner and a Polish citizen in the context of identity documents. • Preparing an official letter informing a citizen of the constitutional obligation to defend the homeland. • Writing a legal opinion on the limitation of religious freedom.
<p>Work placement</p>	<p>Not applicable</p>

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