

Subject card

Subject name and code	Methodology of constructing contracts in public administration - workshop classes, PG_00133251						
Field of study	Metodyka konstruowania umów w administracji publicznej - ćwiczenia warsztatowe						
Date of commencement of studies	October 2024	Academic year of realisation of subject			2026/2027		
Education level	Bachelor's studies	Subject group			Obligatory subject group in the field of study		
Mode of study	full-time studies	Mode of delivery			at the university		
Year of study	3	Language of instruction			Polish		
Semester of study	5	ECTS credits			2.0		
Learning profile	practical	Assessment form			credit		
Conducting unit	Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Katarzyna Wałdoch				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	30.0	0.0	0.0	0.0	30
	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	30		0.0		20.0	50
Subject objectives	The aim of the course is to equip students with practical skills in drafting civil contracts within public sector institutions. The workshop-based classes focus on developing competencies in legal analysis, formulating contract provisions in accordance with applicable regulations, and identifying legal risks associated with contract execution. Students will also learn the principles of contract writing, the use of formal administrative language, and the interpretation of contractual clauses.						
Learning outcomes	Course outcome		Subject outcome		Method of verification		
	ADMINL3_UK06		is able to prepare a draft of a named civil law contract in which one party is a public law entity, while safeguarding both the public interest and the interests of the parties, is able to utilize civil law institutions, particularly the law of obligations, to avoid non-performance or improper performance of the contract, is able to analyze the situation of the entity being a party to the contract based on public registers		[SU3] opracowanie tekstowe/ praca pisemna [SU4] test/egzamin - ustny lub pisemny [SU5] realizacja zadania problemowego		

Subject contents	<p>1. Principles of drafting named contracts:</p> <ul style="list-style-type: none"> • contract of mandate, • contract for specific work, • lease agreement, • sales agreement, • supply contract, • construction contract. <p>2. Essential elements of a contract:</p> <ul style="list-style-type: none"> • identification of parties, • subject matter of the contract, • performance conditions, • deadlines, • remuneration, • signatures and annexes. <p>3. Civil law institutions related to non-performance or improper performance of a contract:</p> <ul style="list-style-type: none"> • contractual liability, • rules for pursuing claims. <p>4. Contractual penalty:</p> <ul style="list-style-type: none"> • functions of the penalty clause (punitive, compensatory, preventive), • rules for including it in contracts, • possibility of judicial reduction. <p>5. Substitute performance:</p> <ul style="list-style-type: none"> • conditions for application, • procedure and legal consequences, • role of public administration entities as contracting parties. <p>6. Interest for delay:</p> <ul style="list-style-type: none"> • types of interest (statutory, maximum), • rules for calculation, • documenting delay and issuing payment demands. <p>7. Legal risk analysis in contracts:</p> <ul style="list-style-type: none"> • identifying unfavorable provisions, • securing the interests of public entities. <p>8. Drafting contract clauses:</p> <ul style="list-style-type: none"> • use of formal and precise administrative language, • avoiding ambiguity, • compliance with legal regulations. <p>9. Practical workshop exercises:</p> <ul style="list-style-type: none"> • creating contract drafts, • analyzing and correcting existing documents, • simulations of negotiations and contract conclusion. 											
Prerequisites and co-requisites	none											
Assessment methods and criteria	<table border="1" data-bbox="448 1606 1497 1711"> <thead> <tr> <th data-bbox="448 1606 798 1637">Subject passing criteria</th> <th data-bbox="802 1606 1141 1637">Passing threshold</th> <th data-bbox="1145 1606 1497 1637">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 1644 798 1675">poprawność klauzul umownych</td> <td data-bbox="802 1644 1141 1675">51.0%</td> <td data-bbox="1145 1644 1497 1675">30.0%</td> </tr> <tr> <td data-bbox="448 1682 798 1711">poprawność odpowiedzi</td> <td data-bbox="802 1682 1141 1711">51.0%</td> <td data-bbox="1145 1682 1497 1711">70.0%</td> </tr> </tbody> </table>			Subject passing criteria	Passing threshold	Percentage of the final grade	poprawność klauzul umownych	51.0%	30.0%	poprawność odpowiedzi	51.0%	70.0%
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poprawność klauzul umownych	51.0%	30.0%										
poprawność odpowiedzi	51.0%	70.0%										
Recommended reading	Basic literature	Zobowiązania - część szczegółowa, prof. dr hab. Zbigniew Radwański , prof. dr hab. Janina Panowicz-Lipska , dr hab. Marcin Lemkowski , prof. UAM , dr hab. Krzysztof Mularski , prof. UAM ,										

	Supplementary literature	Prawo zobowiązań umowy nienazwane. System Prawa Prywatnego. Tom 9, prof. dr hab. Wojciech J. Katner, Zadośćuczynienie pieniężne za szkodę niemajątkową powstałą wskutek niewykonania lub nienależytego wykonania umowy dr Katarzyna Kryła-Cudna
	eResources addresses	
Example issues/ example questions/ tasks being completed	none	
Work placement	Not applicable	

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