

**Subject card**

|  |   |  |  |                                     |  |            |     |
|--|---|--|--|-------------------------------------|--|------------|-----|
| <b>Subject name and code</b>                       | Real estate management - workshop classes, PG_00133371  |  |  |                                     |  |            |     |
| <b>Field of study</b>                              |   |  |  |                                     |  |            |     |
| <b>Date of commencement of studies</b>             | October 2024  | <b>Academic year of realisation of subject</b>           |  |                                     | 2025/2026                                      |            |     |
| <b>Education level</b>                             | Bachelor's studies  | <b>Subject group</b>                                     |  |                                     | Obligatory subject group in the field of study |            |     |
| <b>Mode of study</b>                               | full-time studies   | <b>Mode of delivery</b>                                  |  |                                     | at the university                              |            |     |
| <b>Year of study</b>                               | 2   | <b>Language of instruction</b>                           |  |                                     | Polish<br>Polish                               |            |     |
| <b>Semester of study</b>                           | 3   | <b>ECTS credits</b>                                      |  |                                     | 1.0  |            |     |
| <b>Learning profile</b>                            | practical   | <b>Assessment form</b>                                   |  |                                     | credit   |            |     |
| <b>Conducting unit</b>                             | Department of Administrative Law -> Faculty of Law and Administration -> Rector   |  |  |                                     |  |            |     |
| <b>Name and surname of lecturer (lecturers)</b>    | <b>Subject supervisor</b>   |  | mgr Karol Ważny                                    |                                     |  |            |     |
|  | <b>Teachers</b>   |  | dr Paulina Glejł-Uziębło<br><br>mgr Wojciech Komar |                                     |  |            |     |
| <b>Lesson types</b>                                | <b>Lesson type</b>  | Lecture  | Tutorial   | Laboratory                          | Project  | Seminar    | SUM |
|  | <b>Number of study hours</b>  | 0.0  | 15.0   | 0.0                                 | 0.0  | 0.0        | 15  |
|  | E-learning hours included: 0.0  |  |  |                                     |  |            |     |
| <b>Learning activity and number of study hours</b> | <b>Learning activity</b>  | Participation in didactic classes included in study plan |  | Participation in consultation hours |  | Self-study | SUM |
|  | <b>Number of study hours</b>  | 15   |  | 0.0                                 |  | 10.0       | 25  |
| <b>Subject objectives</b>                          | The aim of the course is to familiarize students with the principles, institutions, and procedures of real estate management in the context of public administration and legal regulations applicable in Poland. The course covers topics such as land and building records, spatial planning, subdivision and consolidation of real estate, expropriation and return of property, management of public real estate, and supervision of the real estate market. It also aims to develop practical skills such as legal analysis, application of administrative procedures, and evaluation of administrative decisions related to real estate. Students will understand the importance of proper real estate management for the implementation of public tasks and for shaping spatial and economic order. |  |  |                                     |  |            |     |

| Learning outcomes | Course outcome | Subject outcome  | Method of verification  |
|-------------------|----------------|--|---|
|                   | ADMINL3_UO08   | is prepared for active participation in groups, organizations and institutions implementing real estate management, at the same time is able to communicate with people who are and are not specialists in the field of real estate management | [SU1] oral statement/conversation/discussion<br>[SU3] text preparation/written work<br>[SU4] test/exam - oral or written<br>[SU5] implementation of a problem task<br>[SU8] observation of student's independent or team work |
|                   | ADMINL3_UW02   | is able to use basic theoretical knowledge in the field of real estate management and related scientific disciplines to analyze and interpret problems related to real estate management   | [SU1] oral statement/conversation/discussion<br>[SU3] text preparation/written work<br>[SU4] test/exam - oral or written<br>[SU5] implementation of a problem task<br>[SU8] observation of student's independent or team work |
|                   | ADMINL3_KK02   | The student prepares responsibly for his or her job, appreciating the role of knowledge in solving professional problems related to real estate management   | [SK1] oral statement/conversation/discussion<br>[SK3] text preparation/written work<br>[SK4] test/exam - oral or written<br>[SK5] implementation of a problem task<br>[SK8] observation of student's independent or team work |
|                   | ADMINL3_UW03   | is able to independently acquire knowledge and develop professional skills using various sources (in native and foreign languages) in the field of real estate management  | [SU1] oral statement/conversation/discussion<br>[SU3] text preparation/written work<br>[SU4] test/exam - oral or written<br>[SU5] implementation of a problem task<br>[SU8] observation of student's independent or team work |
|                   | ADMINL3_UW01   | is able to observe and interpret social phenomena occurring in the area of real estate management, analyzes their connections with various areas of administrative activity  | [SU1] oral statement/conversation/discussion<br>[SU3] text preparation/written work<br>[SU4] test/exam - oral or written<br>[SU5] implementation of a problem task<br>[SU8] observation of student's independent or team work |
|                   | ADMINL3_KK01   | is aware of the need to use the opinions of real estate experts in situations that exceed the ability to solve the problem on their own.   | [SK1] oral statement/conversation/discussion<br>[SK3] text preparation/written work<br>[SK4] test/exam - oral or written<br>[SK5] implementation of a problem task<br>[SK8] observation of student's independent or team work |
|                   | ADMINL3_KO06   | is aware of the need to take actions that will protect the public interest and the legitimate individual interests of an individual in the area of real estate management  | [SK1] oral statement/conversation/discussion<br>[SK3] text preparation/written work<br>[SK4] test/exam - oral or written<br>[SK5] implementation of a problem task<br>[SK8] observation of student's independent or team work |
|                   | ADMINL3_UK06   | has the ability to prepare a typical letter and a presentation in Polish and a foreign language related to the issue of real estate management.  | [SU1] oral statement/conversation/discussion<br>[SU3] text preparation/written work<br>[SU4] test/exam - oral or written<br>[SU5] implementation of a problem task<br>[SU8] observation of student's independent or team work |
|                   | ADMINL3_KK03   | is ready to take on professional challenges, takes the effort and is persistent in carrying out individual and team activities in the field of real estate management  | [SK1] oral statement/conversation/discussion<br>[SK3] text preparation/written work<br>[SK4] test/exam - oral or written<br>[SK5] implementation of a problem task<br>[SK8] observation of student's independent or team work |
|                   | ADMINL3_UU10   | is aware of the level of their knowledge and skills in the area of real estate management, and also understands the need for lifelong learning   | [SU1] oral statement/conversation/discussion<br>[SU3] text preparation/written work<br>[SU4] test/exam - oral or written<br>[SU5] implementation of a problem task<br>[SU8] observation of student's independent or team work |

|                                 | Course outcome   | Subject outcome  | Method of verification  |
|---------------------------------|--|--|---|
|                                 | ADMINL3_KO05   | is ready to prepare social, civic, legal and economic projects related to real estate management   | [SK1] oral statement/conversation/discussion<br>[SK3] text preparation/written work<br>[SK4] test/exam - oral or written<br>[SK5] implementation of a problem task<br>[SK8] observation of student's independent or team work |
|                                 | ADMINL3_UK04   | is able to perceive, analyze and communicate moral and legal dilemmas related to real estate management in professional work   | [SU1] oral statement/conversation/discussion<br>[SU3] text preparation/written work<br>[SU4] test/exam - oral or written<br>[SU5] implementation of a problem task<br>[SU8] observation of student's independent or team work |
|                                 | ADMINL3_KR04   | notifies and formulates moral problems and ethical dilemmas related to one's own and other people's work, looks for optimal solutions in the field of real estate management | [SK1] oral statement/conversation/discussion<br>[SK3] text preparation/written work<br>[SK4] test/exam - oral or written<br>[SK5] implementation of a problem task<br>[SK8] observation of student's independent or team work |
|                                 | ADMINL3_UO09   | potrafi zaplanować i zorganizować pracę swoją i zespołu w zakresie gospodarki nieruchomościami   | [SU1] oral statement/conversation/discussion<br>[SU3] text preparation/written work<br>[SU4] test/exam - oral or written<br>[SU5] implementation of a problem task<br>[SU8] observation of student's independent or team work |
| Subject contents                | The program content includes the following topics:- the concept of real estate management;- management of public real estate (including public real estate resources, forms of trading in real estate owned by public entities, tender and non-tender mode of real estate sales, permanent management, perpetual usufruct);- public registers in real estate management;- expropriation and return of expropriated properties;- division of real estate;- right of pre-emption of real estate;- share in the costs of construction of technical infrastructure facilities;- regulation of professions related to real estate management;- selected exemplary specific regulations in the field of real estate management;- selected issues in the field of space planning and arrangement;- exemplary solutions in the field of the so-called special acts specifying in particular the rules for the preparation and implementation of investments. |  |   |
| Prerequisites and co-requisites |  |  |   |
| Assessment methods and criteria | 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><b>Academic Literature:</b></p> <ol style="list-style-type: none"> <li>1. B. Wierzbowski, Gospodarka nieruchomościami. Podstawy prawne, Warszawa 2014.</li> <li>2. Z. Leoński, M. Szewczyk, M. Kruś, Prawo zagospodarowania przestrzeni, Warszawa 2019</li> <li>3. T. Bąkowski, K. Żukowski (ed.), Leksykon prawa administracyjnego. 100 podstawowych pojęć, Warszawa 2016</li> </ol> <p><b>Selected Legal Acts (in force in Poland):</b></p> <ol style="list-style-type: none"> <li>1. <b>Act of 21 August 1997 on Real Estate Management</b> (Journal of Laws 2023, item 344, as amended)</li> <li>2. <b>Act of 7 July 1994 Construction Law</b> (Journal of Laws 2023, item 682, as amended)</li> <li>3. <b>Act of 27 March 2003 on Spatial Planning and Land Development</b> (Journal of Laws 2023, item 977, as amended)</li> <li>4. <b>Act of 14 June 1960 Code of Administrative Procedure</b> (Journal of Laws 2023, item 775)</li> <li>5. <b>Act of 17 May 1989 Geodetic and Cartographic Law</b> (Journal of Laws 2023, item 1752)</li> <li>6. <b>Act of 23 July 2003 on the Protection and Care of Historical Monuments</b> (Journal of Laws 2022, item 840)</li> <li>7. <b>Implementing regulations</b> to the above-mentioned acts (particularly on land and building records, property valuation, and administrative decisions).</li> </ol> |
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|  | Supplementary literature | <p><b>Academic Literature:</b></p> <ol style="list-style-type: none"> <li>1. E. BończakKucharczyk, <i>Real Estate Management. Commentary</i>, Wolters Kluwer, Warsaw 2021.</li> <li>2. M. Zdyb, <i>Administrative Regulation of Real Estate</i>, Wolters Kluwer, Warsaw 2020.</li> <li>3. Z. Niewiadomski (ed.), <i>Construction Law. Commentary</i>, Wolters Kluwer, Warsaw 2023.</li> <li>4. A. Kaźmierczak (ed.), <i>Spatial Planning and Land Development. Commentary</i>, C.H. Beck, Warsaw 2022.</li> <li>5. K. CzerwińskaBednarek, <i>Real Estate Management Law. Lecture Outline</i>, Wolters Kluwer, Warsaw 2022.</li> <li>6. J. Kowalik, <i>Management of Public Real Estate</i>, Difin, Warsaw 2019.</li> <li>7. G. Bieniek, M. Gdesz, S. Kalus, G. Matusik, E. Mzyk, <i>Act on Real Estate Management. Commentary</i>, Warsaw 2012.</li> <li>8. E. BończakKucharczyk, <i>Act on Real Estate Management. Commentary</i>, Warsaw 2018.</li> <li>9. P. Cejrowski, M. Miłosz (eds.), <i>Act on Shaping the Agricultural System. Commentary</i>, Gdańsk 2016.</li> <li>10. M. Horoszko, D. Pęchorzewski, <i>Real Estate Management. Commentary</i>, Warsaw 2014.</li> <li>11. J. Jaworski, A. Prusaczyk, A. Tułodziecki, M. Wolanin, <i>Act on Real Estate Management. Commentary</i>, Warsaw 2017.</li> <li>12. J. Kopyra, <i>Division of Land Property under the Act on Real Estate Management</i>, Warsaw 2008.</li> <li>13. <i>Space and Real Estate as the Subject of Administrative Law. Public Property Law</i>, ed. I. NiżnikDobosz, Warsaw 2012.</li> <li>14. T. Woś, <i>Expropriation of Real Estate and its Return</i>, Warsaw 2011.</li> <li>15. M. MożdżeńMarcinkowski, <i>Public Land Law in Poland: Resources, Administration and Use</i>, Warsaw 2018.</li> </ol> |
|  | eResources addresses     |  |

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| <p>Example issues/<br/>example questions/<br/>tasks being completed</p> | <p><b>Sample topics discussed during classes:</b></p> <ul style="list-style-type: none"> <li>• Basic concepts and legal sources in real estate management.</li> <li>• Tasks of public administration authorities in managing State Treasury and local government real estate.</li> <li>• The process of expropriation and return of expropriated property.</li> <li>• Subdivision, consolidation, and exchange of land procedures and legal consequences.</li> <li>• Local spatial development plans and zoning decisions.</li> <li>• Legal framework for the management of agricultural and forest land.</li> <li>• The role of the land and building register in real estate transactions and management.</li> <li>• Forms and procedures for disposing of public real estate.</li> </ul> <p><b>Sample exam or test questions:</b></p> <ul style="list-style-type: none"> <li>• What are the legal foundations for managing public real estate?</li> <li>• What does the land subdivision procedure involve and what are its legal effects?</li> <li>• What is the difference between a local plan and a zoning decision?</li> <li>• Under what conditions can a property be expropriated and what compensation is due?</li> <li>• What are the rules for updating perpetual usufruct fees?</li> </ul> <p><b>Sample assignments completed during the course:</b></p> <ul style="list-style-type: none"> <li>• Drafting an administrative decision on land subdivision.</li> <li>• Analyzing case law concerning expropriation or restitution of real estate.</li> <li>• Conducting a simulation of a public property sale procedure.</li> <li>• Assessing the compliance of an investment with the local spatial development plan.</li> <li>• Group work: preparing documentation for the transfer of property into permanent management.</li> <li>• Completing sample forms and official letters related to real estate administrative proceedings.</li> </ul> |
| <p>Work placement</p>   | <p>Not applicable</p>   |

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