

Subject card

Subject name and code	Administrative Proceedings - lecture, PG_00136108						
Field of study	Administration						
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	part-time studies	Mode of delivery			at the university		
Year of study	3	Language of instruction			Polish		
Semester of study	5	ECTS credits			4.0		
Learning profile	academic	Assessment form			exam		
Conducting unit	Department of Administrative Proceedings and Administrative Court Proceedings -> Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Adam Bochentyn				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	30.0	0.0	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		70.0	100
Subject objectives	Work in progress						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ADMNL3_UO02] He/she can plan and organize his/her professional work, as well as the work of the team he/she cooperates with	Work in progress	[SU3] text preparation/written work [SU4] test/exam - oral or written
	[ADMNL3_WG03] He/she has fundamental knowledge about relations between structures and institutions of public administration	Work in progress	[SW4] test/exam - oral or written
	[ADMNL3_UU01] He/she is aware of the level of his/her knowledge and skills, and understands the need for lifelong learning	Work in progress	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written
	[ADMNL3_UK01] The graduate is able to see, analyze and communicate moral and legal dilemmas in professional work	Work in progress	[SU1] oral statement/conversation/discussion
	[ADMNL3_UW02] He/she uses fundamental theoretical knowledge in the field of administration and the related fields and academic disciplines to analyze and interpret issues connected with administration in its broad sense	Work in progress	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written
	[ADMNL3_KK03] He/she is ready to take up professional challenges, takes trouble and shows persistence in the implementation of individual and team activities in the field of administration	Work in progress	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written
	[ADMNL3_WG01] He/she demonstrates knowledge about the character of legal and administrative sciences, their position in the system of sciences and their mutual relations	Work in progress	[SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	[ADMNL3_UK03] He/she has the ability to prepare a typical letter and a speech in Polish and a foreign language related to administrative work	Work in progress	[SU3] text preparation/written work [SU4] test/exam - oral or written
	[ADMNL3_KK01] He/she is aware of the need to use the opinions of experts in situations that exceed the possibilities of solving the problem independently	Work in progress	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written
	[ADMNL3_UW03] He/she is able to acquire knowledge independently and develop his/her professional skills using various sources (in native and foreign language) and modern technologies	Work in progress	[SU1] oral statement/conversation/discussion
	[ADMNL3_WK01] The graduate has organized knowledge of legal and ethical norms and principles prevailing in administrative structures and institutions	Work in progress	[SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	[ADMNL3_KO02] The graduate is aware of the need to take actions that will protect the public interest and the rightful interests of the individual	Work in progress	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written
	[ADMNL3_KR01] He/she sees and formulates moral problems and ethical dilemmas related to his/her own and someone else's work, looks for optimal solutions	Work in progress	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written
	[ADMNL3_UW01] The graduate observes and interprets social phenomena, analyzes their connections with various areas of administrative activity	Work in progress	[SU4] test/exam - oral or written

	Course outcome	Subject outcome	Method of verification
	[ADMINL3_KK02] The graduate prepares responsibly for his/her work, appreciating the role of knowledge in solving professional problems	Work in progress	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written
	[ADMINL3_KO01] He/she knows how to participate in preparing social, civic, legal and economic projects related to administration	Work in progress	[SK3] text preparation/written work [SK4] test/exam - oral or written
	[ADMINL3_UO01] The graduate is prepared to actively participate in groups, organizations, and institutions implementing administrative activities, at the same time he/she is able to communicate with people who are and who are not specialists in administration	Work in progress	[SU1] oral statement/conversation/discussion
	[ADMINL3_WG02] The graduate demonstrates fundamental knowledge about the subject of regulations of individual branches of law	Work in progress	[SW1] oral statement/conversation/discussion [SW3] text preparation/written work [SW5] implementation of a problem task
	[ADMINL3_KO03] He/she is aware of the need to think and act in an entrepreneurial manner	Work in progress	[SK5] implementation of a problem task
Subject contents	Work in progress		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
		51.0%	100.0%
Recommended reading	Basic literature	Work in progress	
	Supplementary literature	Work in progress	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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