

Subject card

Subject name and code	Ethics in administration - lecture, PG_00136346						
Field of study	Administration						
Date of commencement of studies	October 2024	Academic year of realisation of subject			2024/2025		
Education level	undergraduate studies	Subject group			Optional subject group		
Mode of study	part-time studies	Mode of delivery			at the university		
Year of study	1	Language of instruction			Polish		
Semester of study	2	ECTS credits			3.0		
Learning profile	academic	Assessment form					
Conducting unit	Faculty of Law and Administration						
Name and surname of lecturer (lecturers)	Subject supervisor		mgr Olga Zinkiewicz-Będźmirowska				
	Teachers		dr Jarosław Świeczkowski				
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	20.0	0.0	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		55.0	75
Subject objectives	The aim of the lecture is to familiarize students with the subject of ethics in administration, including the principles of deontology and methods of resolving ethical dilemmas arising in connection with the performance of the profession of a civil servant.						

Learning outcomes	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	The student: <ul style="list-style-type: none"> • is aware of the scope of his/her knowledge and skills in the area of ethical principles in administration and the need to continually expand them; • is familiar with the connection of knowledge about ethics in administration with the knowledge of other disciplines of social sciences and humanities; • is able to appropriately define priorities for the dissemination of standards of good administration and use them for cooperation between administration and the social and economic environment; • prepares responsibly for his/her work, appreciating the role of ethics in solving professional problems. 	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written
	[ADMINL3_WG02] The graduate demonstrates fundamental knowledge about the subject of regulations of individual branches of law	The student: <ul style="list-style-type: none"> • has basic knowledge of the concepts and institutions of official deontology; • knows the terminology in the field of ethics and "good administration"; • has in-depth knowledge of ethical norms and rules and related legal and organizational norms concerning the principles of professional responsibility of state and local government officials; • has knowledge of various types of social ties operating in the area of administration and their relationship with ethical principles; • has basic knowledge of the subject of ethics regulation in administration. 	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion
[ADMINL3_UW01] The graduate observes and interprets social phenomena, analyzes their connections with various areas of administrative activity	The student: <ul style="list-style-type: none"> • understands and is able to correctly interpret the principles of deontology of officials and the mutual relations between official ethics and professionalism of the administration; • is able to use knowledge of the deontology of officials to improve the level of efficiency of the administration and effectively resolve conflict situations involving administrative bodies; • uses the standards of official ethics and ethics in administration efficiently and with understanding; • is able to observe and interpret social phenomena from the point of view of ethics, analyzes their connections with various areas of administrative activity and with their own actions. 	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written	
Subject contents	1. Issues related to the deontology of the civil service profession - concepts and principles.2. Principles of disciplinary liability of civil servants.3. European Code of Good Administration.4. Ethical principles concerning employees of state offices and local government bodies.5. Ethical principles related to the activities of the administration: ethical principles of lobbyists, ethical principles in business activities, ethical principles of advisors to public authorities, ethical principles in the public procurement procedure.6. Identification and principles of resolving ethical dilemmas in connection with the activities of the administration.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	passing the grade	51.0%	100.0%

Recommended reading	Basic literature	Legal acts:European Code of Good Administration.Codes of ethics of selected city offices in Poland.Act on public officials.Act on local government employees.Literature used during classes:R. Tokarczyk, Ethics of officials [in:] Legal ethics, LexisNexis, Warsaw (current edition);I. Bogucka, T. Pietrzykowski, Ethics in public administration, Warsaw 2015.Literature studied independently by the student:B. Bittner, J. Stępień, Introduction to professional ethics, Poznań 2000;M. Ilnicki, Basic rights of a citizen in an office, Warsaw 2002.
	Supplementary literature	1. Aristotle, Ethics of Nicomache, transl. D. Gromska, Warsaw 2012;2. B. Adamiak, J. Borkowski, Administrative and Court-Administrative Proceedings, current edition;3. M. Król, Professional Legal Ethics - in theory and case studies, Warsaw 2013.
	eResources addresses	Adresy na platformie eNauczanie:
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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