

**Subject card**

<b>Subject name and code</b>	Administrative law - workshops, PG_00136813						
<b>Field of study</b>							
<b>Date of commencement of studies</b>	October 2024	<b>Academic year of realisation of subject</b>			2024/2025		
<b>Education level</b>	undergraduate 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>	1	<b>Language of instruction</b>			Polish polish		
<b>Semester of study</b>	2	<b>ECTS credits</b>			2.0		
<b>Learning profile</b>	practical	<b>Assessment form</b>					
<b>Conducting unit</b>	Katedra Prawa Administracyjnego -> Faculty of Law and Administration						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		dr Paulina Glejt-Uziębło				
	<b>Teachers</b>		dr Paulina Glejt-Uziębło				
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	0.0	30.0	0.0	0.0	0.0	30
	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>	30		0.0		20.0	50
<b>Subject objectives</b>	The aim of the course is to familiarize students with the basic concepts and structures of administrative law, as well as with the content of selected acts in the field of the detailed part of administrative law.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	ADMINL3_UK06	has the ability to prepare a typical letter based on the norms of administrative law and present in Polish and a foreign language related to administrative work	[SU3] text preparation/written 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 accordance with the norms of administrative law	[SK4] test/exam - oral or written
	ADMINL3_WK06	has structured knowledge of the norms and principles of administrative law, as well as ethical norms and principles prevailing in administrative structures and institutions, as well as the practices of their application	[SW4] test/exam - oral or written
	ADMINL3_WG01	The student draws conclusions from the acquired theoretical knowledge in the field of administrative law and related scientific disciplines in order to analyze and interpret complex administrative and legal problems.	[SW4] test/exam - oral or written
	ADMINL3_UO09	i The student engages in group work in solving given administrative and legal problems, manages the work of a team assigned to solve a specific administrative and legal problem, demonstrates responsibility for carrying out the assigned task both during and outside classes.	[SU8] observation of student's independent or team work
	ADMINL3_KO05	is ready to prepare social, civic, legal and economic projects related to administration based on the norms of administrative law	[SK2] presentation/project/paper/report
	ADMINL3_WG05	The student lists and describes various public administration entities, explains the dependencies occurring in the public administration apparatus and indicates the changes taking place in it.	[SW4] test/exam - oral or written
	ADMINL3_KK03	is ready to take up professional challenges related to public administration, takes the effort and is persistent in carrying out individual and team activities in the field of administration	[SK1] oral statement/conversation/discussion
	ADMINL3_UW02	The student draws conclusions from the acquired theoretical knowledge in the field of administrative law and related scientific disciplines in order to analyze and interpret complex administrative and legal problems.	[SU4] test/exam - oral or written
ADMINL3_KK02	The student demonstrates responsibility for completing the assigned task both during and outside classes.	[SK8] observation of student's independent or team work	
ADMINL3_WG03	The student illustrates theoretical constructions in the field of administrative law with normative examples.  The student characterizes public administration bodies at the central level.  The student characterizes the bodies of local government units.	[SW4] test/exam - oral or written	
ADMINL3_UK04	is able to perceive, analyze and communicate moral and legal dilemmas resulting from the application of administrative law norms in professional work	[SU8] observation of student's independent or team work	

Course outcome	Subject outcome	Method of verification
ADMINL3_UU10	The student works independently on his/her own development and education in the field of administrative law, and understands the need for lifelong learning	[SU8] observation of student's independent or team work
ADMINL3_KK01	The student remains open to the views of other people when looking for solutions to administrative and legal problems.	[SK1] oral statement/conversation/discussion
ADMINL3_UW01	is able to observe and interpret social phenomena based on the norms of administrative law, and analyzes their connections with various areas of administrative activity	[SU1] oral statement/conversation/discussion
ADMINL3_UO08	is prepared for active participation in groups, organizations and institutions carrying out administrative activities based on the norms of administrative law, at the same time is able to communicate with people who are and are not specialists in administration	[SU8] observation of student's independent or team work
ADMINL3_KR04	The student takes care of ethical and moral behavior during his or her own or other people's work and looks for optimal solutions	[SK1] oral statement/conversation/discussion
ADMINL3_UW03	is able to independently acquire knowledge and develop professional skills, using various sources of administrative law (in native and foreign languages) and modern technologies available in public administration	[SU4] test/exam - oral or written

Subject contents	<p>PART I The structure of public administration bodies. Entities exercising competences in the field of administrative law. Basic concepts and theoretical structures. The concept of administration. The concept of systemic law. Public administration body concept, typology. The concept of office. The office as an auxiliary apparatus of a public administration body. Models of organization of the administrative apparatus. Centralized model (explanation of the concept of hierarchical subordination). Decentralized model. Scope of activities, tasks and competences of a public administration body. Concept: concentration, deconcentration, delegation, subdelegation, devolution. Control, supervision, management, coordination, cooperation as relations occurring in the public administration system. Territorial division of the country. Local government and autonomy. Public administration bodies. Government administration bodies. Government administration bodies operating at the central level. Local government administration bodies. Consul as a government administration body operating abroad. The local government system. Local government administration bodies. The political position of local government appeal boards and regional audit chambers. Other entities carrying out tasks in the field of administrative law. State administration bodies not subordinated to government administration bodies. Professional self-governments (based on the example of legal self-government). State and local government organizational units (based on the example of an administrative establishment). Social organizations as entities carrying out tasks in the field of public administration.</p> <p>PART II Selected issues in the field of administrative (substantive) law.</p> <p>SECTION I The right to create a foundation.</p> <p>1.1. The concept and divisions of foundations (including public law foundations).</p> <p>1.2. Foundation creation mode.</p> <p>1.2.1. Declaration on establishing a foundation.</p> <p>1.2.2. Establishing the foundation's statute.</p> <p>1.2.3. Foundation registration.</p> <p>1.3. Control of the legality of the foundation's operations.</p> <p>1.4. Representative offices of foreign foundations - establishing and running activities.</p> <p>1.5. Conducting public benefit activities.</p> <p>1.6. Public benefit organizations.</p> <p>SECTION II The right to associate.</p> <p>2.1. Constitutional freedom of association.</p> <p>2.2. The right to join associations.</p> <p>2.3. The concept and types of associations.</p> <p>2.4. Creation of associations and ordinary associations.</p> <p>2.5. Control of the legality of associations' activities.</p> <p>2.5.1. Competences of the starosta in collecting information about operating associations.</p> <p>2.5.2. Measures of the starosta's reaction to illegal activities of the association.</p> <p>2.5.3. Measures used by the court in the event of unlawful activity of the association.</p> <p>2.6. Special types of associations.</p> <p>2.6.1. Unions of associations.</p> <p>2.6.2. Associations of local government units.</p> <p>2.6.3. Forms of student association (associations, student government, university student organizations).</p> <p>2.6.4. Other forms of association.</p> <p>SECTION III Freedom of assembly.</p> <p>3.1. Constitutional freedom of assembly.</p> <p>3.2. Public gatherings.</p> <p>3.2.1. The concept and types of assembly and public meeting.</p> <p>3.2.2. Rights and obligations of the organizers of a public meeting.</p> <p>3.2.3. Competences of municipal bodies in matters of public meetings.</p> <p>3.2.4. Regulation of freedom of assembly in special provisions.</p> <p>3.2.4.1. Meetings on the premises of universities.</p> <p>3.2.4.2. Organizing and performing public worship.</p> <p>3.2.4.3. Gatherings on the grounds of former Nazi extermination camps.</p> <p>3.3. Mass events.</p> <p>3.3.1. The concept of a mass event.</p> <p>3.3.2. Administrative and legal regulations for organizing a mass event.</p> <p>3.4. Organization of artistic and entertainment events.</p> <p>SECTION IV Protection of people and property. Rationing of access to weapons and ammunition.</p> <p>4.1. Protection of people and property.</p> <p>4.1.1. Mandatory protection of areas, facilities and devices.</p> <p>4.1.2. Running a business in the field of personal and property protection services.</p> <p>4.1.3. Qualification requirements for security staff and their authorizations.</p> <p>4.1.4. Supervision of specialized, armed security formations.</p> <p>4.2. Rationing of access to weapons and ammunition.</p> <p>4.2.1. Issuing weapons permits.</p> <p>4.2.2. Withdrawal of firearms license and ban on carrying weapons.</p> <p>4.2.3. Transport through the territory of the Republic of Poland, import from abroad and export of weapons and ammunition abroad, rules for possession of weapons by foreigners.</p> <p>4.3. The duty to defend the homeland.</p> <p>4.3.1. Legal basis, scope and types of defense obligation.</p> <p>4.3.2. Military Registration and Military Qualification and Military Records.</p> <p>4.3.3. Recruitment for military service and determination of fitness to serve in military.</p> <p>4.3.4. Educating candidates for soldiers.</p> <p>4.4. Military service.</p> <p>4.4.1. Official duties of soldiers.</p> <p>4.4.2. Military discipline.</p> <p>4.4.3. Military ranks.</p> <p>4.4.4. Compulsory military service.</p> <p>4.4.5. Territorial military service.</p> <p>4.4.6. Professional military service.</p> <p>4.4.7. Service in the reserve.</p> <p>4.4.8. Military service in the event of mobilization and during war.</p> <p>4.5. Other forms of fulfilling the obligation to defend.</p> <p>4.5.1. Substitute service.</p> <p>4.5.2. Service in militarized units.</p> <p>4.5.3. Defense contributions.</p> <p>4.5.4. Tasks for the Armed Forces carried out by entrepreneurs.</p> <p>4.5.5. Service of Polish citizens in a foreign army or foreign military organization.</p> <p>Section V Basic issues of construction law.</p> <p>6.1. Regulation of the right to develop.</p> <p>6.1.1. The concept of construction works.</p> <p>6.1.2. Carrying out construction works.</p> <p>6.1.2.1. Construction works subject to the obligation to obtain a building permit.</p> <p>6.1.2.2. Construction works subject to notification obligation.</p> <p>6.1.2.3. Construction works free from administrative and legal regulations.</p> <p>6.2. The concept of illegal construction and the legalization of illegal construction.</p>		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
		50.0%	100.0%
Recommended reading	Basic literature	<p>During classes, students use normative acts regulating issues covered by the program content and selected case law.</p> <p>J. Zimmermann, Prawo administracyjne, Wolters Kluwer (current edition);</p> <p>E. Bojanowski, K. Żukowski (ed.), Leksykon prawa administracyjnego. 100 podstawowych pojęć, Warszawa 2009;</p> <p>T. Bąkowski, K. Żukowski (ed.), Leksykon prawa administracyjnego materialnego. 100 podstawowych pojęć, Warszawa 2016;</p>	
	Supplementary literature	<p>M. Stahl (ed.), Prawo administracyjne. Pojęcia, instytucje, zasady w teorii i orzecznictwie, Wolters Kluwer (current edition);</p> <p>M. Wierzbowski (ed.), Prawo administracyjne, Wolters Kluwer (current edition);</p> <p>H. Izdebski, Introduction to public administration and administrative Law, Liber (current edition);</p>	

	eResources addresses	Adresy na platformie eNauczenie:
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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