

Subject card

Subject name and code	Ethics in administration - lecture, PG_00145995						
Field of study							
Date of commencement of studies	October 2023	Academic year of realisation of subject			2024/2025		
Education level	undergraduate studies	Subject group			Optional subject group		
Mode of study	full-time studies	Mode of delivery			e-learning		
Year of study	2	Language of instruction			Polish		
Semester of study	4	ECTS credits			1.0		
Learning profile	practical	Assessment form					
Conducting unit	Faculty of Law and Administration						
Name and surname of lecturer (lecturers)	Subject supervisor		mgr Olga Zinkiewicz-Będźmirowska				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	15.0	0.0	0.0	0.0	0.0	15
	E-learning hours included: 15.0						
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	15		0.0		10.0	25
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_WK06	The student: • 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 functioning in the area of administration and their relationship with the principles of ethics; • has basic knowledge of the subject of ethics regulation in administration.	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
	ADMINL3_WG01	The student: • 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 functioning in the area of administration and their relationship with the principles of ethics; • has basic knowledge of the subject of ethics regulation in administration.	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
	ADMINL3_WG04	The student: • 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 functioning in the area of administration and their relationship with the principles of ethics; • has basic knowledge of the subject of ethics regulation in administration.	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
	ADMINL3_WG05	The student: • 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 functioning in the area of administration and their relationship with the principles of ethics; • has basic knowledge of the subject of ethics regulation in administration.	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion

	Course outcome	Subject outcome	Method of verification
	ADMINL3_WG03	The student: • 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 functioning in the area of administration and their relationship with the principles of ethics; • has basic knowledge of the subject of ethics regulation in administration.	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
	ADMINL3_WG02	The student: • 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 functioning in the area of administration and their relationship with the principles of ethics; • has basic knowledge of the subject of ethics regulation in administration.	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
Subject contents	<p>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.</p>		
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	<p>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.</p>	

	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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