

Subject card

Subject name and code	Creating administrative pleadings - lecture, PG_00144720						
Field of study	Law						
Date of commencement of studies	October 2022		Academic year of realisation of subject		2025/2026		
Education level	uniform Master's studies		Subject group		Optional subject group		
Mode of study	part-time studies		Mode of delivery		at the university		
Year of study	4		Language of instruction		Polish		
Semester of study	7		ECTS credits		2.0		
Learning profile	academic		Assessment form		credit		
Conducting unit	Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Michał Miłosz				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	10.0	0.0	0.0	0.0	0.0	10
	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	10		0.0		40.0	50
Subject objectives	The aim of the course is to familiarize students with the legal regulations regarding procedural applications (motions) in general administrative proceedings and administrative court proceedings and to present the methodology for preparing such documents.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[PRAWOJ5_WK11] The graduate has deepened knowledge of the principles of creating and developing basic forms of individual entrepreneurship.	Has knowledge about the importance of administrative and administrative court proceedings in entrepreneurship.	[SW1] oral statement/conversation/discussion
	[PRAWOJ5_KR07] The graduate is ready to take up professional challenges, takes up efforts and is persistent in the implementation of individual and group activities in the creation, application or interpretation of legal regulations and related sciences	He is ready to take on professional tasks related to the drafting of pleadings in administrative proceedings and administrative court proceedings.	[SK3] text preparation/written work
	[PRAWOJ5_UW03] The graduate demonstrates deepened skills of using complex theoretical points of view to analyze, interpret and plan strategies of legal activities; solves concrete problems connected with the creation, application and interpretation of legal regulations, anticipates the course of their solution and predicts the effects of planned activities	They are able to solve legal problems and present their solutions in pleadings in administrative proceedings and administrative court proceedings.	[SU1] oral statement/conversation/discussion [SU3] text preparation/written work
	[PRAWOJ5_KR05] He/she prepares responsibly to his/her work; can determine priorities in work and plan work appropriately	They know how to organize their work so that the assigned tasks are completed on time.	[SK3] text preparation/written work
	[PRAWOJ5_KR06] He/she behaves in ethical and professional way, follows the principles of ethics	He is convinced of the importance of behaving professionally in administrative and administrative court proceedings.	[SK1] oral statement/conversation/discussion [SK3] text preparation/written work
	[PRAWOJ5_UU12] He/she acquires knowledge efficiently and develops his/her professional skills using various sources (in native and foreign language) and modern technologies	They are able to efficiently acquire knowledge and develop their professional skills in the field of general administrative and court-administrative proceedings.	[SU1] oral statement/conversation/discussion [SU3] text preparation/written work
	[PRAWOJ5_WG06] He/she has systematic knowledge about the man as the subject establishing social structures and principles of their operation and about the man as the individual operating in these structures	Has knowledge of the procedural position of a party in administrative proceedings and administrative court proceedings.	[SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	[PRAWOJ5_WG09] He/she demonstrates deepened and systematic knowledge about the processes of changes of political systems and of individual authorities, as well as the consequences of these changes	Knows the function of the administrative judiciary within the justice system.	[SW1] oral statement/conversation/discussion
	[PRAWOJ5_WK13] He/she has advanced knowledge of the functioning of professional self-governments in legal professions, is familiar with the principles of judges' and prosecutors' professions, and has knowledge of the organization of the judiciary in Poland.	Knows the function of the administrative judiciary.	[SW1] oral statement/conversation/discussion
	[PRAWOJ5_WG08] He/she has deepened knowledge of sources of Polish law, its changes and processes of law formation	Knows the regulation of general administrative and administrative court proceedings.	[SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	[PRAWOJ5_WG03] He/she demonstrates deepened knowledge about the political system in Poland, about individual authorities with particular consideration of legislative authority and the judiciary,	Has knowledge of the administrative court system.	[SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	[PRAWOJ5_UK09] He/she demonstrates wide skills in preparing speeches in the field of law in Polish and foreign language	He provides verbal advice on problems related to the drafting of pleadings in administrative and judicial-administrative proceedings.	[SU1] oral statement/conversation/discussion

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	[PRAWOJ5_WK10] He/she understands and knows the basic concepts and principles of industrial property protection and copyright law, as well as understands the need for proper protection of intellectual property and managing its resources	Knows and understands the basic principles of copyright law in the context of preparing coursework independently.	[SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	[PRAWOJ5_KK02] He/she is aware of the necessity to widen professional competences and qualifications, to improve skills, is able to indicate the direction of own development and education independently in widened and deepened way	He is aware of the need to expand his professional competences and qualifications.	[SK1] oral statement/conversation/discussion
	[PRAWOJ5_WG01] The graduate demonstrates deepened and systematic knowledge about the character of legal science, its place in the system of sciences and mutual relations.	Has in-depth and structured knowledge of the function of regulations, administrative proceedings and administrative court proceedings.	[SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	[PRAWOJ5_UW06] The graduate is able to assess the usefulness of typical procedures and good practice in the implementation of tasks connected with various spheres connected with law and related fields	Understands how the regulation of administrative and administrative court proceedings affects the drafting of pleadings in these proceedings.	[SU3] text preparation/written work
	[PRAWOJ5_UW02] The graduate utilizes theoretical knowledge in legal science and the connected academic disciplines to analyze and interpret complex legal issues	They are able to solve legal problems and present their solutions in pleadings in administrative proceedings and administrative court proceedings.	[SU1] oral statement/conversation/discussion [SU3] text preparation/written work
	[PRAWOJ5_KO04] The graduate is ready to prepare own projects connected with the creation, application and interpretation of legal regulations, including projects co-financed by the European Union's funds	He is ready to undertake the preparation of draft pleadings in administrative proceedings and administrative court proceedings.	[SK1] oral statement/conversation/discussion [SK3] text preparation/written work
	[PRAWOJ5_WG05] The graduate demonstrates systematic knowledge about the types of legal relations and the governing regularities	Has structured knowledge of the procedural position of a party in administrative and administrative court proceedings.	[SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	[PRAWOJ5_WG02] He/she knows wide terminology and concepts in the scope of law and connected disciplines	Knows the terminology of administrative and administrative court proceedings.	[SW3] text preparation/written work
	[PRAWOJ5_KK01] The graduate is deeply aware of the level of his/her knowledge and skills, and also understands the need of lifelong learning	They can critically assess their knowledge of general administrative and administrative court proceedings and understand the need to expand it in order to apply this procedure effectively and correctly in practice.	[SK1] oral statement/conversation/discussion [SK3] text preparation/written work
	[PRAWOJ5_UO11] He/she can work well in a team and can coordinate the team's work when solving legal problems, interpreting legal acts, and preparing written or oral opinions on a matter.	Can discuss issues relevant to the preparation of a written or oral position on a topic as part of a team.	[SU1] oral statement/conversation/discussion
	[PRAWOJ5_WK12] He/she has knowledge of occupational health and safety in public administration institutions	Has knowledge of occupational health and safety at the computer.	[SW1] oral statement/conversation/discussion
	[PRAWOJ5_UK08] The graduate has wide skills to prepare written works connected with the work of a lawyer in Polish and foreign language	The student knows the methodology of drafting pleadings in administrative proceedings and administrative court proceedings and is able to draft an appeal that is formally correct.	[SU3] text preparation/written work

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	[PRAWOJ5_UW01] He/she has advanced skills in observation and interpretation of social phenomena, analyzes their connections with various areas, activity of legal science and the related disciplines	He has in-depth skills in interpreting procedural situations that occur in administrative and administrative court proceedings.	[SU3] text preparation/written work
	[PRAWOJ5_UW05] He/she can observe and analyze moral, ethical and legal dilemmas in professional work	They are able to solve legal dilemmas and present their solutions in pleadings in administrative proceedings and administrative court proceedings.	[SU1] oral statement/conversation/discussion [SU3] text preparation/written work
	[PRAWOJ5_UW04] He/she efficiently observes and analyzes moral, ethical and legal dilemmas in professional work	Can apply legal standards in tasks related to the preparation of pleadings in administrative proceedings and administrative court proceedings.	[SU3] text preparation/written work
	[PRAWOJ5_KO03] He/she is prepared for active participation in groups, organizations and institutions connected with law, is also able to communicate with specialists and non-specialists in the field of law	He is ready to take on tasks related to the preparation of draft pleadings in administrative proceedings and administrative court proceedings.	[SK1] oral statement/conversation/discussion [SK3] text preparation/written work
	[PRAWOJ5_WG07] The graduate knows methods and tools, including techniques of data and information acquisition, as well as research methods appropriate for the field of study and the related disciplines	The student knows the methodology of drafting pleadings in administrative proceedings and administrative court proceedings and is able to draft an appeal that is formally correct.	[SW3] text preparation/written work
	[PRAWOJ5_UW07] He/she has the skills in understanding and analyzing social phenomena and utilizing this analysis in his/her professional work.	They have developed the ability to understand and analyze process problems and to use this analysis in their professional work.	[SU3] text preparation/written work
	[PRAWOJ5_WG04] He/she knows the system of Polish law, mutual connections within the system and connections of Polish law with the European Union law and international law	Knows the system of administrative procedure regulations and the relationship between administrative and administrative court proceedings.	[SW1] oral statement/conversation/discussion [SW3] text preparation/written work
Subject contents	1) Procedural application in general administrative proceedings: - formal requirements and methodology for preparing applications (motions) in general administrative proceedings; - formal requirements for appeals and complaints and methodology for preparing them; - preparation of a power of attorney. 2) Procedural applications in administrative court proceedings: - formal requirements for procedural motions in administrative court proceedings; - formal requirements for a complaint to an administrative court as a court document; - methodology for preparing procedural applications in administrative court proceedings, including complaints to an administrative court and responses to complaints; - preparation of a power of attorney in administrative court proceedings.		
Prerequisites and co-requisites	None.		

Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Written papers	51.0%	100.0%
Recommended reading	Basic literature	Akty normatywne regulujące zagadnienia objęte programem przedmiotu; P. Gołaszewski, Sporządzanie środków zaskarżenia w postępowaniu administracyjnym i sądowoadministracyjnym. Komentarz. Wzory pism i kasus, Warszawa (aktualne wydanie) R. Suwaj, Kodeks postępowania administracyjnego. Wzory pism i dokumentów, Warszawa (aktualne wydanie)	
	Supplementary literature	M. Rojewski: Postępowanie administracyjne - ogólne, przed sądami administracyjnymi i egzekucyjne, Warszawa (aktualne wydanie) B. Dauter, Metodyka pracy sędziego sądu administracyjnego, wydawnictwo Wolters Kluwer, Warszawa (aktualne wydanie) E. Cempura, A. Kasolik, Metodyka sporządzania pism procesowych w sprawach karnych, cywilnych, gospodarczych i administracyjnych, Warszawa (aktualne wydanie) R. Hauser, W. Sawczyn (red.), Pisma procesowe i orzeczenia sądowe w sprawach sądowoadministracyjnych z objaśnieniami i płytą CD, Warszawa (aktualne wydanie) H. Hofmann, J.-P.Schneider, J. Ziller (red.), ReNEUAL Model Rules on EU Administrative Procedure, Oxford (aktualne wydanie)	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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