

Subject card

Subject name and code	Administrative personal law - auditorium classes, PG_00132155						
Field of study	Law in administration and economy						
Date of commencement of studies	October 2025		Academic year of realisation of subject		2026/2027		
Education level	Master's studies		Subject group		Optional subject group		
Mode of study	part-time studies		Mode of delivery		at the university		
Year of study	2		Language of instruction		Polish Polish		
Semester of study	4		ECTS credits		4.0		
Learning profile	academic		Assessment form		credit		
Conducting unit	Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		mgr Karol Ważny				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	20.0	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		80.0	100
Subject objectives	The aim of the course is to deepen students' understanding of the administrative and legal aspects of an individual's status within the state. The course familiarizes students with the legal regulations governing natural persons in the Polish legal system, particularly in the areas of citizenship, civil status, population registration, identity documents, and other forms of administrative-legal identification. It also aims to develop students' skills in interpreting legal provisions, analyzing case law, and solving practical case studies, enabling them to identify and resolve legal issues related to the legal position of individuals in their interactions with public administration.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[PAGMU2_UW01] The student is able to use his knowledge and sources of information, including advanced information and communication techniques and professional tools for acquiring information, to analyze and resolve complex problems, as well as to interpret legal, social, and political phenomena within the scope of the functioning of administration and the economy.	EK_03 – The student is able to use legal knowledge and sources of law and case law (including ICT tools) to analyze and solve problems related to the administrative and legal status of an individual, including disputes concerning citizenship, identity documents, the right to assemble, and data protection. EK_04 – The student is able to independently interpret administrative law provisions and apply them to specific cases, as well as analyze the legal consequences of administrative decisions for an individual's legal status.	[SU1] oral statement/conversation/discussion [SU3] text preparation/written work [SU4] test/exam - oral or written [SU5] implementation of a problem task [SU8] observation of student's independent or team work
	[PAGMU2_WK04] At an advanced level, the student describes and understands the principles of the functioning of public authority bodies, administration, and economic entities, as well as identifies current dilemmas related to these issues.	EK_01 – The student has an in-depth knowledge and understanding of institutions and regulations in the field of administrative personal law, including those related to citizenship, civil status, identity documents, population registration, public assemblies, and freedom of conscience. EK_05 – The student is prepared to critically analyze administrative practices in the context of protecting individual rights and is able to consciously assess the consequences of administrative decisions in areas such as personal data, civil liberties, and legal identity. EK_06 – The student understands the importance of knowledge in administrative personal law for the proper functioning of public administration and effective citizen service; they are able to propose improvements and corrective actions in cases where practice diverges from the law.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW3] text preparation/written work [SW5] implementation of a problem task
	[PAGMU2_WG03] The student comprehensively recognizes and explains theories and methods related to the functioning and management of organizations, including those concerning human resource management, office administration, management accounting, as well as conducting negotiations and resolving disputes.	EK_05 – The student is prepared to critically assess administrative practices in the context of safeguarding individual rights and is able to consciously evaluate the impact of administrative decisions on personal data, civil liberties, and legal identity. EK_06 – The student understands the relevance of administrative personal law to the effective functioning of public administration and quality of citizen service; they are able to propose improvements and corrective measures when administrative practice diverges from legal norms.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW3] text preparation/written work [SW5] implementation of a problem task

	Course outcome	Subject outcome	Method of verification
	[PAGMU2_WG02] At an advanced level, the student knows and understands key regulatory issues related to the structure of the state, public administration, and the work of civil servants, as well as the legal and organizational conditions of selected areas of economic and social life.	EK_01 – The student has an advanced understanding of institutions and regulations in the field of administrative personal law, including matters related to citizenship, civil status, identity documents, population registration, public assemblies, and freedom of conscience. EK_04 – The student is able to independently interpret administrative law provisions and apply them to specific cases, as well as analyze the legal consequences of administrative decisions for an individual's legal situation.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW3] text preparation/written work [SW5] implementation of a problem task
	[PAGMU2_WG01] At an advanced level, the student identifies and understands the facts, phenomena, and their interactions related to the functioning of public authorities, administration, civil servants, the economy, and economic entities. He also knows the terminology, methods, and theories derived from legal sciences and related disciplines, relevant to issues concerning administration and the economy.	EK_01 – The student has an in-depth understanding of institutions and regulations in the field of administrative personal law, including issues related to citizenship, civil status, identity documents, population registration, public assemblies, and freedom of conscience. EK_03 – The student is able to use legal knowledge and sources of law and case law (including ICT tools) to analyze and solve problems related to the administrative legal status of an individual, including disputes over citizenship, identity documents, the right of assembly, and data protection.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW3] text preparation/written work [SW5] implementation of a problem task
Subject contents	The concept and scope of administrative personal law origins, subject matter, and links with other branches of public law. Polish citizenship acquisition, loss, and the legal status of a citizen under the Constitution and specific legislation. Legal status of foreigners in the Republic of Poland residence permits, international protection, administrative obligations. National and ethnic minorities individual rights, protection instruments, registration issues. Population registration reporting obligations, residency records, the PESEL system. Identification documents national ID card, passports, issuance procedures, invalidation, and citizen responsibilities. Civil status and civil status records birth, marriage, death, and the role of civil registry offices. Change of first name and surname legal grounds, administrative procedures, and legal effects. Administrative and legal effects of a persons death death registration, burial rights, and cemetery administration. Freedom of conscience and religion in administrative law registration of religious associations, denominational schools, and religious symbols. Public assemblies notification procedures, restrictions, and the powers of public administration authorities. The constitutional duty to defend the homeland military registration, personal services, and citizens duties toward the state.		
Prerequisites and co-requisites	Prerequisites: - Knowledge of basic concepts and institutions of administrative law acquired through the course <i>Administrative Law</i>. - Ability to use legal texts (including legal information systems). - Basic analytical skills and logical reasoning abilities. Recommended Additional Requirements: - Interest in the legal status of individuals in relation to public administration. - Willingness to independently explore case law and interpret legal provisions. - Ability to work in a group and actively participate in problem-solving discussions.		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	written colloquium	51.0%	100.0%

Recommended reading	Basic literature	Academic Literature: 1. <i>Material Administrative Law</i>, eds. Z. Duniewska, B. Jaworska-Dębska, P. Korzeniowski, E. Olejniczak-Szałowska, Warsaw 2022. Selected Legal Acts (in force in Poland): 1. Constitution of the Republic of Poland of 2 April 1997 2. Act of 2 April 2009 on Polish Citizenship (Journal of Laws 2022, item 465, as amended) 3. Act of 12 December 2013 on Foreigners (Journal of Laws 2023, item 519, as amended) 4. Act of 6 January 2005 on National and Ethnic Minorities and on the Regional Language (Journal of Laws 2023, item 194) 5. Act of 24 September 2010 on Population Registration (Journal of Laws 2022, item 1191, as amended) 6. Act of 6 August 2010 on Identity Cards (Journal of Laws 2022, item 671, as amended) 7. Act of 13 July 2006 on Passport Documents (Journal of Laws 2022, item 350, as amended) 8. Act of 28 November 2014 Law on Civil Status Records (Journal of Laws 2022, item 1681, as amended) 9. Act of 17 October 2008 on the Change of First Name and Surname (Journal of Laws 2022, item 127) 10. Act of 31 January 1959 on Cemeteries and Burial of the Deceased (Journal of Laws 2023, item 887) 11. Act of 24 July 2015 Law on Assemblies (Journal of Laws 2022, item 1389) 12. Act of 11 March 2022 on the Defense of the Homeland (Journal of Laws 2022, item 655, as amended) 13. Act of 17 May 1989 on Guarantees of Freedom of Conscience and Religion (Journal of Laws 2023, item 1279)
	Supplementary literature	Academic Literature: 1. M. Kumela-Romańska, <i>The Administrative and Legal Status of Foreigners in Poland</i>, Warsaw 2016. 2. B. Kotowicz, A. Kurzawa, B. Opaliński, <i>The Law on Civil Status Records. Commentary</i>, Warsaw 2022. 3. Z. Czarnik, W. Maciejko, P. Zaborniak, <i>The Law on Population Records. Commentary</i>, Warsaw 2016. 4. A. Czajkowska, B. Romocka-Tyfel, <i>Change of First Name and Surname. Origins, Commentary, Case Law, Decision Templates</i>, Warsaw 2021. 5. J. Zimmermann (ed.), <i>Freedom in Administrative Law</i>, Warsaw 2017. 6. M. Jurgilewicz, S. Grabowska, R. Grabowski (eds.), <i>Public Assemblies in Poland. Theory, Practice, and Commentary</i>, Toruń 2022. 7. H. Królikowski, <i>Defense of the Homeland. Commentary</i>, Warsaw 2023. 8. P. Sularz, <i>Cemeteries in Poland. Administrative-Legal Aspects</i>, Warsaw 2022.
	eResources addresses	

Example issues/ example questions/ tasks being completed	Sample topics discussed during the course: • The administrative and legal status of a natural person definition and consequences. • Acquisition and loss of Polish citizenship legal grounds, procedures, implications. • Registration obligations for citizens and foreigners. • The role and competencies of civil registry offices in recording personal events. • Administrative protection of freedom of conscience and religion. • Citizen participation in national defense rights and obligations. • Legal conditions and consequences of changing ones first name or surname. • The role of public administration in organizing public assemblies and constitutional limitations. Sample examination or test questions: • Under what circumstances can a Polish citizen lose their citizenship? • What is the difference between a birth certificate and a marriage certificate from the perspective of administrative law? • What rights are granted to a foreigner legally residing in Poland? • Explain under what conditions administrative authorities may limit the freedom of assembly. • What legal conditions must be met to change ones first name or surname? Sample assignments completed during the course: • Solving a legal case regarding the refusal to issue a passport. • Drafting an administrative decision concerning a change of surname. • Analyzing a judgment of an administrative court regarding population registration. • Comparing the legal status of a foreigner and a Polish citizen in the context of identity documents. • Preparing an official letter informing a citizen of the constitutional obligation to defend the homeland. • Writing a legal opinion on the limitation of religious freedom.
Work placement	Not applicable

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