

Subject card

Subject name and code	Preparation of normative acts' projects - auditorium classes, PG_00132086						
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		Obligatory subject group in the field of study		
Mode of study	part-time studies		Mode of delivery		at the university		
Year of study	2		Language of instruction		Polish		
Semester of study	3		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 Mariusz Szatkowski				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	15.0	0.0	0.0	0.0	15
	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	15		0.0		35.0	50
Subject objectives	The aim of the course is to develop the student's ability to draft normative acts that meet the structural and editorial requirements set out in the principles of legislative drafting, as well as to foster social competences related to the presentation and defence of an adopted legislative position.						

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.	Is able to use knowledge of legislation and legal sources, applying advanced ICT tools and professional information databases to analyze and resolve complex legal problems related to drafting normative acts and to interpret their significance for administration and the economy	[SU2] presentation/project/paper/report [SU4] test/exam - oral or written
	[PAGMU2_UO04] The student is able to take on the role of the leading participant in a team whose activities are related to public administration or the economy.	Is able to take the lead role in a team responsible for drafting normative acts and other legal documents in public administration; effectively organizes the group's work, coordinates activities, and supports team members in resolving editorial and interpretive issues.	[SU5] implementation of a problem task [SU8] observation of student's independent or team work
	[PAGMU2_KR03] The student is focused on responsibly fulfilling professional roles and developing his professional achievements in positions within public administration, administrative services of economic entities, and non-governmental organizations.	Demonstrates readiness to responsibly perform professional roles involving the drafting of normative acts in public administration, the business sector, and non-governmental organizations; understands the importance of accuracy and legislative diligence as key elements of professionalism in lawmaking activities.	[SK2] presentation/project/paper/report [SK4] test/exam - oral or written
	[PAGMU2_KK01] The student is ready to critically assess the usefulness of the procedures and practices learned, related to various areas of the curriculum of his studied field. He is open to the importance of knowledge in solving theoretical and practical problems and effectively justifying assessments, opinions, and proposed solutions. When necessary, he seeks expert opinions, including those from legal doctrine and jurisprudence.	Is ready to critically assess the applicability of legislative procedures and techniques used in drafting normative acts; understands the importance of legal knowledge and legislative methodology in solving practical and interpretative problems; is able to justify editorial decisions and, if necessary, refer to scholarly doctrine and case law.	[SK2] presentation/project/paper/report [SK5] implementation of a problem task
	[PAGMU2_UK02] The student is able to communicate professionally on issues related to administration and the economy, including formulating clear messages for both specialists and non-specialists in administration. He can also prepare an independent, in-depth written report and an oral presentation on topics related to administration and the economy.	Is able to draft legally correct and well-structured normative acts and other legal acts of public administration, in accordance with the principles of legislative technique and relevant legal basis; is capable of justifying legislative proposals both in written and oral form, using language accessible to both specialists and non-specialists.	[SU2] presentation/project/paper/report [SU5] implementation of a problem task

Subject contents	1. Introduction to issues of legislative drafting and administrative legislation; 2. Sources of law types of normative acts; 3. Theoretical and practical significance of correct legislative drafting techniques; 4. Detailed analysis of the Regulation of the Prime Minister of 20 June 2002 on the "Principles of Legislative Drafting" analysis of the internal structure of the act, types of provisions, typical legislative drafting techniques; solving tasks, case studies, and tests; 5. Analysis of the Act of 20 July 2000 on the Promulgation of Normative Acts and Certain Other Legal Acts, with particular focus on the provisions concerning the entry into force of a legal act; 6. Drafting a normative act group or individual work.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
		51.0%	100.0%
Recommended reading	Basic literature	L. Grzonka, Legislacja administracyjna. Zarys zagadnień podstawowych, Warszawa 2015	
	Supplementary literature	G. Wierczyński, Redagowanie i ogłaszanie aktów normatywnych. Komentarz, Warszawa [aktualne wydanie]	
		T. Szewc, Prawo legislacyjne. Koncepcja i zarys systemowego ujęcia, Wrocław 2021	
		M. Karpiuk, J. Kostrubiec, M. Paździor, Legislacja administracyjna, Warszawa 2013	
		M. Błachut, W. Gromski, J. Kaczor, Technika prawodawcza, Warszawa 2017	
		M. Popławski, Practical tax law-making problems at commune-level, Studies in Logic, Grammar and Rhetoric 26 (39), s. 257-270	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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