Subject card

<table>
<tr><td>Subject name and code</td><td colspan="6">Administrative Procedure - lecture, PG_00133717</td></tr>
<tr><td>Field of study</td><td colspan="6">Taxes and Tax Consultancy</td></tr>
<tr><td>Date of commencement of studies</td><td colspan="2">October 2025</td><td colspan="2">Academic year of realisation of subject</td><td colspan="2">2026/2027</td></tr>
<tr><td>Education level</td><td colspan="2">Bachelor’s studies</td><td colspan="2">Subject group</td><td colspan="2">Optional subject group</td></tr>
<tr><td>Mode of study</td><td colspan="2">full-time studies</td><td colspan="2">Mode of delivery</td><td colspan="2">at the university</td></tr>
<tr><td>Year of study</td><td colspan="2">2</td><td colspan="2">Language of instruction</td><td colspan="2">Polish</td></tr>
<tr><td>Semester of study</td><td colspan="2">3</td><td colspan="2">ECTS credits</td><td colspan="2">1.0</td></tr>
<tr><td>Learning profile</td><td colspan="2">academic</td><td colspan="2">Assessment form</td><td colspan="2">credit</td></tr>
<tr><td>Conducting unit</td><td colspan="6">Department of Administrative Proceedings and Administrative Court Proceedings -> Faculty of Law and Administration -> Rector</td></tr>
<tr><td rowspan="2">Name and surname of lecturer (lecturers)</td><td colspan="2">Subject supervisor</td><td colspan="4">dr hab. Mariusz Bogusz</td></tr>
<tr><td colspan="2">Teachers</td><td colspan="4"></td></tr>
<tr><td rowspan="3">Lesson types</td><td>Lesson type</td><td>Lecture</td><td>Tutorial</td><td>Laboratory</td><td>Project</td><td>Seminar</td><td>SUM</td></tr>
<tr><td>Number of study hours</td><td>15.0</td><td>0.0</td><td>0.0</td><td>0.0</td><td>0.0</td><td>15</td></tr>
<tr><td colspan="7">E-learning hours included: 0.0</td></tr>
<tr><td rowspan="2">Learning activity and number of study hours</td><td>Learning activity</td><td colspan="2">Participation in didactic classes included in study plan</td><td>Participation in consultation hours</td><td>Self-study</td><td>SUM</td></tr>
<tr><td>Number of study hours</td><td colspan="2">15</td><td>0.0</td><td>10.0</td><td>25</td></tr>
<tr><td>Subject objectives</td><td colspan="6">work in progress</td></tr>
</table>

Learning outcomes	see table below

Course outcome	Subject outcome	Method of verification
[PiDPL3_WK05] The graduate has basic knowledge of economic, legal, ethical and other conditions of various types of professional activity related to the application and compliance with tax law and accounting	The student is able to: identify and explain the fundamental economic, legal, and ethical conditions of various types of professional activities; describe the principles of applying and complying with tax law in the context of different types of business activities; distinguish and apply basic accounting principles in professional practice; analyze the impact of economic, legal, and ethical conditions on professional activities related to accounting and tax law.	[SW1] oral statement/ conversation/discussion [SW2] presentation/project/paper/ report [SW3] text preparation/written work [SW5] implementation of a problem task
[PiDPL3_WG02] has organized and theoretically substantiated advanced knowledge, covering issues in the fields of various branches of substantive and formal law related to public levies, as well as in the field of accounting	The student is able to: analyze and interpret advanced issues in substantive and procedural law, including regulations on public levies; apply theoretical knowledge to solve practical problems related to accounting and public finances; critically evaluate and present arguments on various aspects of tax law and accounting.	[SW1] oral statement/ conversation/discussion [SW2] presentation/project/paper/ report [SW3] text preparation/written work [SW5] implementation of a problem task
[PiDPL3_WG01] has elementary knowledge of the basics of jurisprudence, public finance, and private law	The student is able to: identify and explain basic concepts and principles of jurisprudence; describe the structure and functioning of public finances, including sources of revenue and types of public expenditures; distinguish and apply fundamental principles of private law in practical situations.	[SW1] oral statement/ conversation/discussion [SW2] presentation/project/paper/ report [SW3] text preparation/written work [SW5] implementation of a problem task

Subject contents	work in progress
Prerequisites and co-requisites	
Assessment methods and criteria	see table below

Subject passing criteria	Passing threshold	Percentage of the final grade
	0.0%	100.0%

Recommended reading		
	Basic literature	B. Adamiak, J. Borkowski, Postępowanie administracyjne i sądowoadministracyjne, Warszawa (aktualne wydanie).
	Supplementary literature	M. Wierzbowski (red.), Postępowanie administracyjne ogólne,podatkowe, egzekucyjne i przed sądami administracyjnymi, Warszawa(aktualne wydanie);T. Woś (red.), Postępowanie administracyjne,Warszawa (aktualne wydanie);R. Hauser, Z. Niewiadomski, A. Wróbel(red.) Prawo procesowe administracyjne, System PrawaAdministracyjnego, t. 9, Warszawa 2017;Z. Kmieciak (ed.),Contemporary Concepts of Administrative Procedure. BetweenLegalism and Pragmatism, Łódź 2023H. Hofmann, J.-P.Schneider, J.Ziller (ed.), ReNEUAL Model Rules on EU Administrative Procedure,Oxford 2017 (2014, version for online publication);W. Dajczak, A. J.Szwarc, P. Wiliński (ed.), Handbook of Polish Law, Warszawa-Bielsko-Biała 2011 (chapter 13 - A. Skoczylas, Administrative Proceedings andJudicial Review of Administration);M. Bąkowski, M. Bogusz, K.Kaszubowski, Postępowanie odwoławcze w ogólnym postępowaniuadministracyjnym, t. I, Odwołanie w ogólnym postępowaniuadministracyjnym. Przebieg postępowaniaodwoławczego, red.naukowa M. Bogusz, Gdańsk 2019;A. Bochentyn, M. Miłosz,Postępowanie odwoławcze w ogólnym postępowaniuadministracyjnym, t. II, Decyzje organu odwoławczego, opłaty i kosztypostępowania odwoławczego, zagadnienie zakresu zastosowaniaprzepisów o postępowaniu odwoławczym w postępowaniuzażaleniowym, red. naukowa M. Bogusz, Gdańsk 2019.

	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

Document generated electronically. Does not require a seal or signature.