

Subject card

Subject name and code	Methodology of constructing contracts in public administration - workshop classes, PG_00133251						
Field of study							
Date of commencement of studies	October 2025		Academic year of realisation of subject		2027/2028		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study		
Mode of study	full-time studies		Mode of delivery		at the university		
Year of study	3		Language of instruction		Polish		
Semester of study	5		ECTS credits		2.0		
Learning profile	practical		Assessment form		credit		
Conducting unit	Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Katarzyna Waldoch				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	30.0	0.0	0.0	0.0	30
	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	30		0.0		20.0	50
Subject objectives	develop and master the skills necessary for drafting basic contracts within the framework of public administration.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ADMINL3_UK03] The student is able to communicate on issues related to legal and organizational problems in professional work and is capable of conveying clear messages to both specialists and non-specialists in administration.	The participant is able to independently and accurately draft basic contracts relevant to the operations of public administration, in accordance with applicable legal standards and administrative procedures. This includes the ability to identify appropriate contract types, structure key provisions, and ensure compliance with institutional and regulatory requirements.	[SU3] text preparation/written work [SU4] test/exam - oral or written
	[ADMINL3_KR03] The student is ready to responsibly perform duties in public administration, including positions requiring a bachelor's degree, as well as in other entities in roles related to administration.	The participant is able to independently and accurately draft basic contracts relevant to the operations of public administration, in accordance with applicable legal standards and administrative procedures. This includes the ability to identify appropriate contract types, structure key provisions, and ensure compliance with institutional and regulatory requirements.	[SK3] text preparation/written work [SK4] test/exam - oral or written [SK5] implementation of a problem task
	[ADMINL3_WG01] At an advanced level, the student is able to define the sciences of administration and politics, as well as law, and knows the concepts and terminology appropriate to them.	The participant is able to independently and accurately draft basic contracts relevant to the operations of public administration, in accordance with applicable legal standards and administrative procedures. This includes the ability to identify appropriate contract types, structure key provisions, and ensure compliance with institutional and regulatory requirements.	[SW4] test/exam - oral or written [SW2] presentation/project/paper/report [SW3] text preparation/written work
	[ADMINL3_UK04] The student is able to prepare an independent written report and an oral presentation on basic issues related to administration and administrative activities.	The participant is able to independently and accurately draft basic contracts relevant to the operations of public administration, in accordance with applicable legal standards and administrative procedures. This includes the ability to identify appropriate contract types, structure key provisions, and ensure compliance with institutional and regulatory requirements.	[SU3] text preparation/written work [SU4] test/exam - oral or written
	[ADMINL3_UW02] The student is able to independently interpret and use basic institutions of substantive law and procedures in order to take legal action or prepare typical documents related to administrative activities.	The participant is able to independently and accurately draft basic contracts relevant to the operations of public administration, in accordance with applicable legal standards and administrative procedures. This includes the ability to identify appropriate contract types, structure key provisions, and ensure compliance with institutional and regulatory requirements.	[SU3] text preparation/written work [SU4] test/exam - oral or written [SU6] demonstration of practical skills
Subject contents	• Types of contracts in public administration • Formal elements of a contract • Language and style of official documents • Practical exercises in contract drafting • Common mistakes in contract preparation • Legal foundations and regulations		
Prerequisites and co-requisites	No preliminary qualifications required		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	written assignment	51.0%	20.0%
	exam	51.0%	80.0%
Recommended reading	Basic literature	none	
	Supplementary literature	none	

	eResources addresses	
Example issues/ example questions/ tasks being completed	none	
Work placement	Not applicable	

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