

Subject card

Subject name and code	Seminar II - WAŁDOCH Jacek, PG_00146308						
Field of study	Administration						
Date of commencement of studies	October 2023		Academic year of realisation of subject		2025/2026		
Education level	Bachelor's studies		Subject group		Optional subject group		
Mode of study	part-time studies		Mode of delivery		at the university		
Year of study	3		Language of instruction		Polish		
Semester of study	6		ECTS credits		9.0		
Learning profile	academic		Assessment form		credit		
Conducting unit	Department of History of Law -> Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Jacek Waldoch				
	Teachers		dr Jacek Waldoch				
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	0.0	0.0	0.0	15.0	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		210.0	225
Subject objectives	Preparation for independent preparation of a bachelor's thesis - developing the ability to formulate a topic, a research problem and the proper selection of research methods in the field of administrative sciences. Improving analytical thinking skills - developing the ability to analyze legal, administrative and social issues, with particular emphasis on the practical aspects of the functioning of public administration. Developing competences in the field of scientific work - learning how to use sources of law, case law, literature on the subject and other materials necessary to conduct scientific research. Shaping the ability to edit scientific texts - acquiring knowledge and skills in the field of creating formally and substantively correct written works, in accordance with editorial principles and academic ethics. Supporting the process of conscious selection of the topic of the diploma thesis - enabling students to identify their own scientific and professional interests in the field of administrative sciences. Preparation for the diploma exam - substantive and organizational support in the scope of the content required for the final exam.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ADMINL3_WG04] He/she knows and understands the methods and tools on advanced level, including the techniques of obtaining data and information, appropriate for administration and related fields	Knows the basic ethical and regulatory dilemmas resulting from dynamic civilization changes (e.g. personal data protection, automation of administrative decisions, availability of public services).	[SW1] oral statement/conversation/discussion
	[ADMINL3_UW01] The graduate observes and interprets social phenomena, analyzes their connections with various areas of administrative activity	Is able to observe a specific social phenomenon and interpret it in the context of administrative practice (e.g. social policy, spatial planning, crisis management).	[SU1] oral statement/conversation/discussion [SU8] observation of student's independent or team work
	[ADMINL3_UK02] He/she has the ability to understand and analyze social phenomena and to use this analysis in professional work, as well as to defend the conclusions resulting from such analyzes	Is able to independently identify and describe social phenomena important for the functioning of administration, taking into account legal, political and organizational conditions.	[SU1] oral statement/conversation/discussion [SU8] observation of student's independent or team work
	[ADMINL3_KK01] He/she is aware of the need to use the opinions of experts in situations that exceed the possibilities of solving the problem independently	Demonstrates readiness for substantive discussion on topics related to the functioning of administration and social phenomena, while respecting different opinions and standards of academic debate.	[SK1] oral statement/conversation/discussion [SK8] observation of student's independent or team work
	[ADMINL3_WK05] The graduate knows and understands the most important dilemmas brought about by the development of civilization within the legal, administrative and economic sciences	278 / 5 000 Knows basic concepts and theories explaining social phenomena important from the perspective of the functioning of public administration. Has knowledge of methods for analyzing social phenomena and how they can be used to formulate research problems in a bachelor's thesis.	[SW1] oral statement/conversation/discussion [SW5] implementation of a problem task
	[ADMINL3_UW02] He/she uses fundamental theoretical knowledge in the field of administration and the related fields and academic disciplines to analyze and interpret issues connected with administration in its broad sense	Is able to use the results of observations and analysis to formulate conclusions and recommendations in a bachelor's thesis.	[SU1] oral statement/conversation/discussion [SU5] implementation of a problem task [SU8] observation of student's independent or team work
	[ADMINL3_UO02] He/she can plan and organize his/her professional work, as well as the work of the team he/she cooperates with	Is able to analyse the connections between social phenomena and actions undertaken by public administration bodies and assess their mutual influence.	[SU5] implementation of a problem task [SU8] observation of student's independent or team work
	[ADMINL3_KK02] The graduate prepares responsibly for his/her work, appreciating the role of knowledge in solving professional problems	Is ready to responsibly formulate opinions and judgments based on social observations and their impact on administrative activities.	[SK1] oral statement/conversation/discussion [SK8] observation of student's independent or team work

Subject contents	Introduction to the diploma thesis The role of the seminar in the process of preparing a bachelor's thesis Principles of writing diploma theses (structure, volume, academic ethics, citation) Selection of a topic and the concept of a bachelor's thesis Selection and narrowing of a topic in the field of administration Formulation of the research problem, hypotheses and the purpose of the work Justification for the choice of the topic in the context of social phenomena and administrative practice Principles of constructing a research workshop Review of research methods used in administrative sciences Selection of tools and data sources: legal acts, case law, official documents, public statistics, scientific literature Techniques of observation and interpretation of social phenomena Structure of a bachelor's thesis and text editing Creating a coherent structure: introduction, chapters, conclusion, bibliography Editing a scientific text - language, style, formatting Footnotes, citation, avoiding plagiarism Analysis of the connections between social phenomena and the activities of public administration Practical examples and case studies Conclusions from observations and their significance for public policies Individual and group presentation of the work concept Discussing progress, sharing difficulties, peer reviewing fragments of the work Preparation for the diploma exam presentation of the work and answers to questions Thematic consultations Ongoing consultations on sources, argumentation construction, research problems Logical, linguistic and substantive correction of the developed fragments of the work								
Prerequisites and co-requisites									
Assessment methods and criteria	<table><tr><th>Subject passing criteria</th><th>Passing threshold</th><th>Percentage of the final grade</th></tr><tr><td>activity, punctuality, quality</td><td>51.0%</td><td>100.0%</td></tr></table>	Subject passing criteria	Passing threshold	Percentage of the final grade	activity, punctuality, quality	51.0%	100.0%		
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Recommended reading	<table><tr><td>Basic literature</td><td>-</td></tr><tr><td>Supplementary literature</td><td>-</td></tr><tr><td>eResources addresses</td><td></td></tr></table>	Basic literature	-	Supplementary literature	-	eResources addresses			
Basic literature	-								
Supplementary literature	-								
eResources addresses									
Example issues/ example questions/ tasks being completed	-								
Work placement	Not applicable								

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