

Subject card

Subject name and code	Seminar I - WAŁDOCH Jacek , PG_00172148						
Field of study							
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	full-time studies		Mode of delivery		at the university		
Year of study	3		Language of instruction		Polish		
Semester of study	5		ECTS credits		4.0		
Learning profile	practical		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	30.0	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		70.0	100
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_WK10		Knows the key civilization challenges affecting the functioning of the modern state and administration (e.g. digitalization, demographic changes, climate change, globalization, disinformation).		[SW1] oral statement/ conversation/discussion [SW3] text preparation/written work [SW5] implementation of a problem task		

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	Subject passing criteria	Passing threshold	Percentage of the final grade
	activity, punctuality, quality	51.0%	100.0%
Recommended reading	Basic literature	-	
	Supplementary literature	-	
	eResources addresses		
Example issues/ example questions/ tasks being completed	-		
Work placement	Not applicable		

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