

**Subject card**

<b>Subject name and code</b>	Methodology of constructing contracts in public administration - auditorium classes, PG_00197902						
<b>Field of study</b>	Administration						
<b>Date of commencement of studies</b>	October 2026	<b>Academic year of realisation of subject</b>			2028/2029		
<b>Education level</b>	Bachelor's studies	<b>Subject group</b>			Obligatory subject group in the field of study Subject group related to scientific research in the field of study		
<b>Mode of study</b>	part-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	3	<b>Language of instruction</b>			Polish		
<b>Semester of study</b>	5	<b>ECTS credits</b>			2.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>			credit		
<b>Conducting unit</b>	Faculty of Law and Administration -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		dr Katarzyna Wałdoch				
	<b>Teachers</b>						
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	0.0	15.0	0.0	0.0	0.0	15
	E-learning hours included: 0.0						
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	<b>Number of study hours</b>	15		0.0		35.0	50
<b>Subject objectives</b>	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_U02] is able to communicate on matters typical for professional work related to their field of study and to prepare oral presentations, written papers, and a legal document concerning basic issues related to the organization and functioning of public administration, administrative activity, and the application of law in selected areas of social and economic life; including the ability to draft a typical administrative act and an application in an administrative case.	-	[SU3] text preparation/written work [SU4] test/exam - oral or written [SU5] implementation of a problem task
	[ADMINL3_K03] is prepared to perform duties in public administration in a responsible manner, with due regard for professional ethics, including in positions requiring the professional title of Bachelor's degree holder. Furthermore, he/she is ready to undertake employment in other entities in roles related to administrative activities and the application of law within specified areas of social and economic life.	-	[SK3] text preparation/written work [SK4] test/exam - oral or written [SK5] implementation of a problem task
	[ADMINL3_W01] possesses an advanced level of knowledge and understanding of the theories, methods, concepts, and terminology specific to legal sciences as well as the study of administration and politics.	-	[SW4] test/exam - oral or written [SW2] presentation/project/paper/report [SW3] text preparation/written work
[ADMINL3_W03] possesses advanced knowledge of, and understands, the procedures applied within public administration, as well as the various methods and instruments — both legal and non-legal — employed in administrative activity.	-	[SW4] test/exam - oral or written [SW2] presentation/project/paper/report [SW3] text preparation/written work	
Subject contents	<ul style="list-style-type: none"> <li>• Types of contracts in public administration</li> <li>• Formal elements of a contract</li> <li>• Language and style of official documents</li> <li>• Practical exercises in contract drafting</li> <li>• Common mistakes in contract preparation</li> <li>• Legal foundations and regulations</li> </ul>		
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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