

Subject card

Subject name and code	IsEMINAR I - SZLACHETKO Katarzyna, PG_00203109						
Field of study							
Date of commencement of studies	October 2024		Academic year of realisation of subject		2026/2027		
Education level	Bachelor's studies		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	Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Katarzyna Szlachetko				
	Teachers		dr Katarzyna Szlachetko				
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	The aim of the course is to introduce students to the issues related to the diploma seminar and to prepare them to begin work on their bachelors thesis in the field of practical administration, with particular emphasis on administrative law.						
	As part of the seminar, students acquire the basic knowledge and skills necessary for preparing a diploma thesis, in particular in the following areas:						
	1. selecting and refining the topic of the bachelors thesis, 2. formulating research problems and research questions, 3. defining the objective and structure of the thesis, 4. searching for and selecting relevant literature, legal acts, and case law, 5. applying basic research methods appropriate for legal and administrative sciences, 6. analysing regulations in the field of administrative law and the practical functioning of public administration, 7. applying the principles of academic writing, research methodology, and citation rules.						
	The seminar also aims to develop students ability to independently analyse legal problems, use legal argumentation, and present the assumptions and results of their own research. The course prepares students to develop the concept of their bachelors thesis and to continue its implementation during the following semester of the seminar.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	ADMINL3_WK10	1. The student knows and understands contemporary problems and dilemmas related to the functioning of public administration as well as the development of law and administration under conditions of civilizational change. 2. The student is able to formulate a research problem and define the objective and scope of a diploma thesis in the field of practical administration. 3. The student is able to search for, analyse, and use legal acts, case law, and academic literature relevant to the selected topic of the bachelor's thesis. 4. The student is able to apply basic research methods appropriate for legal and administrative sciences and prepare the concept of a diploma thesis. 5. The student is ready to independently develop knowledge, critically analyse sources, and comply with the principles of academic integrity and ethics while preparing a diploma thesis.	[SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report [SW3] text preparation/written work
Subject contents	1. Introduction to the diploma seminar and the rules for preparing a bachelors thesis. 2. Characteristics of a diploma thesis in the field of practical administration. 3. Selection and refinement of the bachelors thesis topic. 4. Formulation of research problems and research questions. 5. Defining the objective, scope, and structure of the diploma thesis. 6. Research methods used in legal and administrative sciences. 7. Principles of searching for and selecting academic literature, legal acts, and case law. 8. Analysis of selected issues in administrative law and the functioning of public administration. 9. Rules for citing sources and preparing footnotes. 10. Basics of academic research methodology and academic writing techniques. 11. Development of the diploma thesis concept and preparation of the thesis outline. 12. Presentation and discussion of the assumptions of the prepared diploma theses.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
		50.0%	100.0%

Recommended reading	Basic literature	Nowak S., <i>Metodologia badań społecznych</i>, Wydawnictwo Naukowe PWN, Warszawa 2024 Zenderowski R., <i>Technika pisania prac magisterskich i licencjackich</i>, CeDeWu, Warszawa 2023 Stahl M., Korzeniowski P. (eds.), <i>Prawo administracyjne. Pojęcia, instytucje, zasady w teorii i orzecznictwie</i>, Wolters Kluwer Polska 2024
	Supplementary literature	Perechuda K., <i>Holistyczna metodologia nauk. Ontologia i epistemologia badań naukowych</i>, CeDeWu, Warszawa 2023 Smarż J., Fundowicz S., Śwital P. (eds.), <i>Założenia nauki administracji</i>, Wolters Kluwer Polska 2024
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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