

Subject card

Subject name and code	Seminar II - KIELIN Łukasz, PG_00204123						
Field of study	Administration						
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	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	Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Łukasz Kielin				
	Teachers						
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	The main objective of the seminar is for each student to prepare a written paper that will serve as the basis for an oral presentation during the final exam						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ADMINL3_KK02] The graduate prepares responsibly for his/her work, appreciating the role of knowledge in solving professional problems	odpowiedzialnie przygotowuje się do swojej pracy, doceniając rolę wiedzy w rozwiązywaniu problemów zawodowych	[SK3] text preparation/written work
	[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	w zaawansowanym stopniu zna i rozumie metody oraz narzędzia, w tym techniki pozyskiwania danych i informacji, właściwe dla kierunku administracji oraz dziedzin z nią powiązanych	[SW3] text preparation/written work
	[ADMINL3_UW01] The graduate observes and interprets social phenomena, analyzes their connections with various areas of administrative activity	potrafi dokonać obserwacji i interpretacji zjawisk społecznych, analizuje ich powiązania z różnymi obszarami działalności administracyjnej	[SU3] text preparation/written 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	ma świadomość konieczności korzystania z opinii ekspertów w sytuacjach, które przekraczają możliwości samodzielnego rozwiązania problemu.	[SK3] text preparation/written 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	potrafi zaplanować i zorganizować swoją pracę zawodową, a także pracę zespołu z którym współpracuje	[SU3] text preparation/written work
	[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	potrafi wykorzystywać podstawową wiedzę teoretyczną z zakresu administracji oraz powiązanych z nią dyscyplin naukowych w celu analizowania i interpretowania problemów związanych z administracją szeroko rozumianą	[SU1] oral statement/conversation/discussion
	[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	posiada umiejętność rozumienia i analizowania zjawisk społecznych oraz wykorzystywania tej analizy w pracy zawodowej, a także obrony wniosków płynących z takich analiz	[SU5] implementation of a problem task
Subject contents	[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		
	An overview of legal and financial issues as a basis for formulating a thesis topic.		
	2. Presentation of the requirements regarding the originality of the thesis (plagiarism detection system).		
	3. Guidelines for formulating a thesis topic.		
	4. Developing a thesis outline.		
	5. Discussion of the types of documentation (literature, legal sources, case law, statistics) necessary for preparing a thesis.		
	6. Fundamentals of research methodology.		
	7. Editorial notes on writing a thesis.		
Prerequisites and co-requisites	8. Identification and discussion of the most common mistakes made while writing a thesis.		
	9. Identification of the criteria for evaluating a thesis.		
	10. Presentation of the procedure related to thesis examinations.		
	11. Discussion of contemporary and current issues in tax law, with particular emphasis on public levies.		
	12. Individual consultations with seminar participants		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	praca pisemna	51.0%	100.0%
Recommended reading	Basic literature	Umberto Eco, Jak napisać pracę dyplomową. Poradnik dla humanistów, Warszawa [ostatnie wydanie] H. Dzwonkowski (red.), Prawo podatkowe, Warszawa [ostatnie wydanie] J. Gliniecka (red.), Financial law, Gdańsk-Warszawa [ostatnie wydanie]	
	Supplementary literature	-	
	eResources addresses		

Example issues/ example questions/ tasks being completed	
Work placement	Not applicable

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