

A COURSE SYLLABUS – DOCTORAL SCHOOL
REGARDING THE QUALIFICATION CYCLE FROM 2020 TO 2024
REGARDING THE QUALIFICATION CYCLE FROM 2021 TO 2025

GENERAL INFORMATION ABOUT COURSE				
Course title	Informatisation of public administration			
Name of the unit running the course	Doctoral School at University of Rzeszów			
Type of course (<i>obligatory, optional</i>)	Optional (specialist) compulsory subject to be chosen			
Year and semester of studies	2022/2023; semestr III i V			
Discipline	Legal sciences			
Language of Course	Polish			
Name of Course coordinator	Dr hab. Agata Barczewska-Dziobek, prof. UR			
Name of Course lecturer	Dr hab. Agata Barczewska-Dziobek, prof. UR			
Prerequisites	none			
BRIEF DESCRIPTION OF COURSE (100-200 words)				
<p>The subject is to present issues relating to the transformation and functioning of public administration in the era of the information society and the Internet. The student acquires knowledge of the principles of computerization of administration and the electronic services provided by it. The aim of the course is to provide knowledge about the public e-services system and its impact on the activities of administration and the situation of citizens and entrepreneurs. The student acquires skills in the management of information held by the administration and its protection system.</p>				
COURSE LEARNING OUTCOMES AND METHODS OF EVALUATING LEARNING OUTCOMES				
Learning outcome	The description of the learning outcome defined for the course	Relation to the degree programme outcomes (symbol)	Learning Format (Lectures, classes,...)	Method of assessment of learning outcomes (e.g. test, oral exam, written exam, project,...)
Knowledge (no.)	(Knows and understands)			
1	To the extent enabling a revision of the existing paradigms - global achievements, covering theoretical foundations as well as general issues and selected specific issues - appropriate for a scientific or artistic discipline	P8S_WG/1	Lectures	Test
2	Main development trends in scientific or artistic disciplines in which education takes place	P8S_WG/2	Lectures	Test
3	Scientific research methodology	P8S_WG/3	Classes	Project
Skills (no.)	(Able to)			
4	Use knowledge from various fields of science or art for creative identification and innovative solving of complex problems or performing research tasks, in particular: - define the purpose and subject of research, formulate a research	P8S_UW/1	Classes	Test, project

	hypothesis, - develop methods, techniques and research tools and use them creatively, - make conclusions on the basis of scientific research.			
5	Perform a critical analysis and evaluation of the results of scientific research, expert activities and other creative works and their contribution to the development of knowledge.	P8S_UW/2	Classes	Project
6	Communicate on specialist topics to a degree enabling active participation in the international scientific environment	P8S_UK/1	Classes	Project
7	Initiate a debate	P8S_UK/3	Lectures/classes	Observation during classes
8	Participate in the scientific discourse	P8S_UK/4	Lectures/classes	Observation during classes
9	Use a foreign language at B2 level of the European Language Education System to a degree enabling participation in the international scientific and professional environment	P8S_UK/5	Classes	Project
Social competence (no.)	(Ready to)			
10	Critical evaluation of the achievements within a given scientific or artistic discipline	P8S_KK/1	Classes	Observation during classes, project
11	Recognize the importance of knowledge in solving cognitive and practical problems.	P8S_KK/3	Classes	Test
12	Initiating activities for the public interest.	P8S_KO/2	Classes	Observation during classes,

LEARNING FORMAT – NUMBER OF HOURS

Semester (no.)	Lectures	Seminars	Lab classes	Internships	others	ECTS
III i V	5	10	—	—	—	0

METHODS OF INSTRUCTION

Lectures - information and problem lecture, lecture with multimedia presentation.
Classes - text analysis with discussion, project method.

COURSE CONTENT

1. Lectures:

Evolution of the information society.
Electronic public administration - definition, essence, sources of law,
Informatisation of administration and administrative proceedings
Electronic public administration services.

Information management.

2. Lab classes:

Shaping the information society and electronic administration.

Development of electronic administration services on the example of E-PUAP, electronic inbox, selected e-service platforms for citizens and entrepreneurs, and public registers.

Electronic document circulation in public administration offices.

Access to public information and its limitations

Prospects and threats for electronic public administration.

COURSE ASSESSMENT CRITERIA

Form of ending: lecture - credit, exercises - credit with grade. The condition for passing the lecture is participation in the classes. The condition for passing the exercises is active participation in the discussion (10%), a written study and presentation of the results of solving a given research problem (40%) and obtaining a positive grade from the final test of the exercises covering theoretical content (50%).

51-60% - satisfactory grade, 61-70% - sufficient plus, 71-80% - good, 81-90% - good plus, 91-100% - very good.

TOTAL PhD STUDENT WORKLOAD REQUIRED TO ACHIEVE THE INTENDED LEARNING OUTCOMES – NUMBER OF HOURS AND ECTS CREDITS

Activity	Number of hours
Scheduled course contact hours	15
Other contact hours involving the teacher (consultation hours, examinations)	
Non-contact hours – student`s own work (preparation for classes or examinations, project, etc.)	10
Total number of hours	25
Total number of ECTS credits	0

INSTRUCTIONAL MATERIALS

Compulsory literature:	M. Ganczar, A. Sytek, Informatyzacja administracji publicznej. Skuteczność regulacji, Warszawa 2021, E. Kuziomko-Ochrymiuk, Rozwój e-administracji w Polsce na tle krajów Unii Europejskiej, Białystok 2020, K. Chałubińska-Jentkiewicz, Informacja i informatyzacja w administracji publicznej, Warszawa 2015, M. Jachowicz, M. Kotulski, Forma dokumentu elektronicznego w działalności administracji publicznej, Warszawa 2012, G. P. Kubalski, M. Małowiecka, Ustawa o informatyzacji działalności podmiotów realizujących zadania publiczne. Komentarz, warszawa 2019, P. Fajgielski, Ochrona danych osobowych w administracji publicznej, Warszawa 2021.
Complementary literature:	D. Adamski, D. Szostek, E-administracja. Prawne zagadnienia informatyzacji administracji, Wrocław 2009, J. Papińska-Kacperek, Usługi cyfrowe – perspektywy wdrożenia i akceptacji cyfrowych usług administracji publicznej w Polsce, Łódź 2013, G. Abgarowicz, procedury elektronicznego zarządzania dokumentacją w administracji, Warszawa 2018.

Dr. hab. Agata Barczewska-Dziobek, prof. UR
Date and signature of the Course lecturer

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Approved by the Head of the Department or an authorised person