**SYLLABUS**

**regarding the qualification cycle FROM 2023 TO 2024**

1. Basic Course/Module Information

|  |  |
| --- | --- |
| Course/Module title | *ADMINISTRATIVE LAW* |
| Course/Module code \* | *PRP14* |
| Faculty (name of the unit offering the field of study) | *College of Social Sciences* |
| Name of the unit running the course | *Institute of Legal Studies* |
| Field of study | *Law* |
| Qualification level  | *Unified Master's* |
| Profile | *General academic* |
| Study mode | *Stationary* |
| Year and semester of studies | *II year, 3 semester* |
| Course type | *Fundamental* |
| Language of instruction | *English* |
| Coordinator | *Professor Elżbieta Ura* |
| Course instructor | *Ph. D Ewa Kubas* |

\* - as agreed at the faculty

1.1.Learning format – number of hours and ECTS credits

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Semester(n0.) | Lectures | Classes | Colloquia | Lab classes | Seminars | Practical classes | Internships | others | **ECTS credits**  |
| 3 |  | 30h |  |  |  |  |  |  | 4 |

1.2. Course delivery methods

X - conducted in a traditional way

X - involving distance education methods and techniques

1.3. Course/Module assessment (exam, pass with a grade, pass without a grade)

Pass with a grade in the form of a written test or an oral answer. In order to verify the knowledge acquired during the classes, a written or oral test may be conducted - after discussing part of the substantive content of the course.

2. Prerequisites

|  |
| --- |
| Knowledge of basic issues in the history of administration |

3. Objectives, Learning Outcomes, Course Content, and Instructional Methods

3.1. Course/Module objectives

|  |  |
| --- | --- |
| O1 | *The student will acquire knowledge of the basic concepts of administrative law, classification of sources of administrative law, taking into account EU law, the system and functioning of administration in Poland and the legal forms of operation of administrative bodies as well as basic solutions based on substantive administrative law.* |
| O2 | Determining the scope of regulation with the norms of substantive law and interference of the administration in the sphere of rights and freedoms of the individual, applying the interpretation of the detailed part in administrative law. |
| O3 | Navigating the basic legal acts containing the norms of substantive administrative law |

3.2. Course/Module Learning Outcomes (to be completed by the coordinator)

|  |  |  |
| --- | --- | --- |
| Learning Outcome | The description of the learning outcome defined for the course/module | Relation to the degree programme outcomes |
| LO\_01 | Defines the basic concepts of administrative law and recognizes the norms of administrative law. | K\_W01 |
| LO\_02 | Identifies the sources of national, EU and international law and classifies them and distinguishes among them the sources of administrative law. | K\_W02 |
| LO\_03 | The student has in-depth knowledge of the historical evolution of administration and administrative law, and knows research methods and tools for their study. | K\_W03,K\_W04 |
| LO\_04 | Explains the importance of the principles, norms, rules and legal institutions in the field of administrative law, the aim of which is to standardize the results of interpretation of legal provisions by the administration in the course of its formulation and application. | K\_W05 |
| LO\_05 | Explains the difference between the legal forms of operation of the administration. | K\_U01 |
| LO\_06 | Classifies the territorial division and defines the concepts related to it, having an extensive knowledge of its structures and institutions operating within it. | K\_U02,K\_U15,K\_U16 |
| LO\_07 | Characterizes entities performing administration tasks at various levels of its structure and has knowledge of the principles and ethical standards, as well as the professional ethics of entities performing specific tasks. | K\_U03K\_U17 |
| LO\_08 | Indicates the essence of local government. | K\_U04 |
| LO\_09 | Classifies and discusses the relationship of an individual's actions over public administration and public administration over an individual, being able to subsume a specific actual state to the appropriate legal norm. | K\_U05,K\_U06 |
| LO\_10 | Uses legal argumentation, interpreting and explaining the meaning of norms and administrative-legal relations and analyzing the reasons and course of the process of applying and making administrative law | K\_U07 |
| LO\_11 | Uses the statutory terminology on the basis of administrative law, using the texts of normative acts and has the ability to solve legal problems in certain factual states by subsuming them under the applicable legal status. | K\_U08, K\_U10 |
| LO\_12 | Recognizes the differences between supervision, control and management and skillfully analyzes the course of these processes. | K\_U11,K\_U13 |
| LO\_13 | Has the ability to prepare, in oral and written form, specific issues related to the administrative and legal situation of natural persons. By formulating his own opinions and putting forward simple research hypotheses, he tries to verify them. | K\_K04 |
| LO\_14 | The student is able to see the areas of social life in which regulations should be amended or in the future regulated at all and presents specific methods and proposals for solutions in this regard. | K\_K06 |
| LO\_15 | Student presents the ability to use the acquired knowledge in various areas of social life, taking into account their interdisciplinary dimension, while respecting the views and attitudes of other people. | K\_K01K\_K02 |
| LO\_16 | The student applies ethical principles in his behavior and life, being aware of the profession he will perform, as well as the actions he will take to increase the level of legal awareness in the society. | K\_K05 |
| LO\_17 | The student raises and completes his knowledge and improves his skills, being aware of the changeability of administrative law. | K\_K06 |

**3.3. Course content (to be completed by the coordinator)**

1. Lectures

|  |
| --- |
| Content outline |
|  |
|  |
|  |
|   |

1. Classes, tutorials/seminars, colloquia, laboratories, practical classes

|  |
| --- |
| Content outline  |
| 1. The concept of administration  |
| 2. The concept and division of administrative law  |
| 3. Basic concepts in the theory of administrative law  |
| 4. Sources of administrative law  |
| 5. Europeanization of administrative law and public administration  |
| 6. Legal forms of operation of the administration  |
| 7. Principles of administrative law  |
| 8. Entities performing public administration tasks  |
| 9. Territorial division for public administration purposes  |
| 10. Personal law: population register, ID cards, registration of civil status records, change of name and surname, passport documents |

3.4. Methods of Instruction

*Classes: text analysis and discussion/project work (research project, implementation project, practical project)/ group work (problem solving, case study, discussion)/didactic games/ distance learning.*

4. Assessment techniques and criteria

4.1 Methods of evaluating learning outcomes

|  |  |  |
| --- | --- | --- |
| Learning outcome | Methods of assessment of learning outcomes (e.g. test, oral exam, written exam, project, report, observation during classes) | Learning format (lectures, classes,…) |
| LO-01 | credit with an oral or written assessment, observation during classes | classes |
| LO-o2 | credit with an oral or written assessment, observation during classes | classes |
| LO-o3 | credit with an oral or written assessment, observation during classes | classes |
| LO-o4 | credit with an oral or written assessment, observation during classes | classes |
| LO-o5 | credit with an oral or written assessment, observation during classes | classes |
| LO-o6 | credit with an oral or written assessment, observation during classes | classes |
| LO-o7 | credit with an oral or written assessment, observation during classes | classes |
| LO-o8 | credit with an oral or written assessment, observation during classes | classes |
| LO-o9 | credit with an oral or written assessment, observation during classes | classes |
| LO-10 | credit with an oral or written assessment, observation during classes | classes |
| LO-11 | credit with an oral or written assessment, observation during classes | classes |
| LO-12 | credit with an oral or written assessment, observation during classes | classes |
| LO-13 | credit with an oral or written assessment, observation during classes | classes |
| LO-14 | credit with an oral or written assessment, observation during classes | classes |
| LO-15 | credit with an oral or written assessment, observation during classes | classes |
| LO-16 | credit with an oral or written assessment, observation during classes | classes |
| LO-17 | credit with an oral or written assessment, observation during classes | classes |

4.2 Course assessment criteria

|  |
| --- |
| In the case of classes - attendance at classes determined on the basis of the attendance list, activity during classes, results determined on the basis of written students' papers or oral responses, observation during classes, where a positive assessment is achieved when more than 50% of correct answers are obtained. |

5. Total student workload needed to achieve the intended learning outcomes

– number of hours and ECTS credits

|  |  |
| --- | --- |
| Activity | Number of hours |
| Scheduled course contact hours | 30 |
| Other contact hours involving the teacher (consultation hours, examinations) | 2 |
| Non-contact hours - student's own work (preparation for classes or examinations, projects, etc.) | 68 |
| Total number of hours | 100 |
| Total number of ECTS credits | 4 |

\* One ECTS point corresponds to 25-30 hours of total student workload

6. Internships related to the course/module

|  |  |
| --- | --- |
| Number of hours |  |
| Internship regulations and procedures |  |

7. Instructional materials

|  |
| --- |
| Compulsory literature:1. E. Ura, *Prawo administracyjne,* Wydawnictwo Wolters Kluwer, Warszawa 2021,
2. M. Możdżeń-Marcinkowski, Introduction to Polish Administrative Law, Warszawa 2012.
3. J. Zimmermann, Integrity of administrative law. Polish perspective, Warszawa 2019.
 |
| Complementary literature: 1. M. Wierzbowski, J. Jagielski (red.), *Prawo administracyjne*, Wydawnictwo Wolters Kluwer Polska, Warszawa 2019,
 |

Approved by the Head of the Department or an authorised person