**SYLLABUS**

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

1. Basic Course/Module Information

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| Course/Module title | *Administrative Science* |
| Course/Module code \* | *ASO06* |
| Faculty (name of the unit offering the field of study) | *the College of Social Sciences, Institute of Legal Sciences* |
| Name of the unit running the course | *Department of Administration Science* |
| Field of study | Administration |
| Qualification level | I degree studies |
| Profile | *General Academic Profile* |
| Study mode | *Full-time* |
| Year and semester of studies | *Summer semester* |
| Course type | *Obligatory* |
| Language of instruction | English |
| Coordinator | Dr hab. Agata Barczewska-Dziobek, prof. UR |
| Course instructor | Dr hab. Agata Barczewska-Dziobek, prof. UR, mgr Izabela Bentkowska-Furman, mgr Agata Fiołek |

\* - 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** |
| 2 |  | 30 |  |  |  |  |  |  | 4 |

1.2. Course delivery methods

- conducted in a traditional way

- involving distance education methods and techniques

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

Pass with a grade

2. Prerequisites

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| no prerequisites |

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

3.1. Course/Module objectives

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| O1 | *The student should acquire knowledge in the field of shaping research directions related to the organization and functioning of the administrative apparatus, which will allow students to be introduced to further detailed substantive content* |
| O2 | The student should become familiar with the characteristics and structure of contemporary public administration in Poland |
| O3 | The student should learn the basic issues in the field of organization and methods of operation of public administration, its organizational, praxeological, sociological and normative contexts |
| O4 | The student should be able to apply the acquired knowledge in practice |
| O5 | The student should also know the research methods used in the study of administration in order to be able to use them to develop written works |

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

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| --- | --- | --- |
| Learning Outcome | The description of the learning outcome  defined for the course/module | Relation to the degree programme outcomes |
| LO\_01 | Has basic knowledge of the nature of legal sciences, including legal and administrative sciences, their place in the system of social sciences and recognizes the relationship to other social sciences, knows the outline of the evolution of basic administrative and legal institutions, and has knowledge of the views of the doctrine and jurisprudence on the structures and legal and administrative institutions and types of social ties occurring in the science of administration; | K\_W01 |
| LO\_02 | Has basic knowledge of relations between structures and institutions of public administration | K\_W02 |
| LO\_03 | Has knowledge of the sources of law, norms and rules (legal, moral, ethical and organizational) used in administrative sciences | K\_W05 |
| LO\_04 | He knows and understands the most important dilemmas brought about by the development of civilization in the area of ​​legal, administrative and economic sciences | K\_W10 |
| LO\_05 | He has the ability to use the acquired theoretical knowledge in the field of administrative sciences to analyse specific social processes and phenomena in administration | K\_U02 |
| LO\_06 | He has the ability to lead a debate, is able to independently prepare written works and oral presentations and multimedia presentations, devoted to a specific issue in the field of legal sciences, administration sciences, economics, politics and other scientific disciplines using theoretical approaches as well as various sources | K\_U07 |
| LO\_07 | Is able to plan and organize individual and team work and actively cooperate in a group, assuming specific roles in it | K\_U08 |
| LO\_08 | Is aware of the level of his knowledge and understands the need for further education and professional development; is prepared to undertake second-cycle studies and improve professional, personal and social competences | K\_U09 |
| LO\_09 | Has the ability to use the knowledge and opinions of experts in the field of administration science and to correctly and independently identify and solve problems related to the performance of the profession of an administration official | K\_K02 |
| LO\_10 | He has the ability to think entrepreneurially and creatively and act using the knowledge gained during his studies | K\_K05 |

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

1. Lectures

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| Content outline |
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1. Classes, tutorials/seminars, colloquia, laboratories, practical classes

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| Content outline |
| The concept of administration, approaches in defining public administration, functions of administration, its essence and role in public life |
| The genesis of the science of administration, the relation of the science of administration to other sciences, research trends in the science of administration, the state of the contemporary science of administration. Methods and research techniques used in the science of administration |
| Factors shaping public administration - the state system, the role of law, moral standards, rationalization and technical progress, globalization |
| Administration structures - theoretical approach and current structural model |
| Objectives and tasks of the administration |
| The human factor in administration: issues of the clerical profession and professional ethics |
| Issues of management in public administration - the concept of management, means of managerial influence, styles of management |
| Decisions and decision-making processes in administration |
| Plans and planning processes in administration |
| Relations between public administration bodies and society |
| Administration control system |
| Basic issues of electronic administration |

3.4. Methods of Instruction

Classes: analysis of texts with discussion, project method (research project), group work (solving tasks, discussion)

4. Assessment techniques and criteria

4.1 Methods of evaluating learning outcomes

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| 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 | TEST | exercise |
| LO-o2 | TEST | exercise |
| LO\_03 | TEST | exercise |
| LO\_04 | TEST | EXERCISE |
| LO\_05 | TEST, Project | EXERCISE |
| LO\_06 | OBSERVATION DURING CLASSES, PROJECT | EXERCISE |
| LO\_07 | OBSERVATION DURING CLASSES, PROJECT | EXERCISE |
| LO\_08 | test | exercise |
| LO\_09 | TEST | EXERCISE |
| LO\_10 | TEST, PROJECT | EXERCISE |

4.2 Course assessment criteria

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| The condition for passing the course is participation in classes, preparation of a presentation on a given problem and giving it, and obtaining a positive grade from the final credit in the form of a written test.  The adopted assessment criteria for exercises are as follows: achievement of learning outcomes below 50% - unsatisfactory, achievement of learning outcomes in the range of 50-60% - satisfactory assessment, 61-70% - sufficient plus, 71- 80% - good, 81-90% good plus, over 90% - very good. |

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

– number of hours and ECTS credits

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| Activity | Number of hours |
| Scheduled course contact hours | 30 |
| Other contact hours involving the teacher (consultation hours, examinations) | 10 |
| Non-contact hours - student's own work (preparation for classes or examinations, projects, etc.) | 60 |
| 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

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

7. Instructional materials

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| Compulsory literature:  M. Możdżeń-Marcinkowski, Introducion to Polish Administrative Law, CH BECK, Warszawa, 2012  J. Itrich-Drabarek, Encyclopedia of Public Administration, Elipsa, 2019  A. Barczewska-Dziobek, Organizational and Legal Form of Local Development Tasks : Innovation or Break in the Model of Administration Activities, Prawo i Więź, 2020, nr 31, s. 82-94  A. Barczewska-Dziobek, Participation Of Individuals In Public Decisions In The Polish Legal System - The Outline, Proceedings of CBU in Social Sciences, 2020 : Vol. 1, s. 21-27 |
| Complementary literature:  P. J. Suwaj, Introduction to public administration and administrative law, Białystok 2008,  A. Skorupa-Wilczyńska, Legal English; civil, commercial, administrative and labour law; a handbook, Warszawa 2022. |

Approved by the Head of the Department or an authorised person