

**Subject card**

|  |  |  |                |                                     |  |            |     |
|--|--|--|----------------|-------------------------------------|--|------------|-----|
| <b>Subject name and code</b>                       | Social policy and social insurance law system - auditorium classes, PG_00135810  |  |                |                                     |  |            |     |
| <b>Field of study</b>                              | Administration   |  |                |                                     |  |            |     |
| <b>Date of commencement of studies</b>             | October 2024   | <b>Academic year of realisation of subject</b>           |                |                                     | 2024/2025                                      |            |     |
| <b>Education level</b>                             | postgraduate studies   | <b>Subject group</b>                                     |                |                                     | Obligatory subject group in the field of study |            |     |
| <b>Mode of study</b>                               | full-time studies  | <b>Mode of delivery</b>                                  |                |                                     | at the university                              |            |     |
| <b>Year of study</b>                               | 1  | <b>Language of instruction</b>                           |                |                                     | Polish<br>no comments                          |            |     |
| <b>Semester of study</b>                           | 2  | <b>ECTS credits</b>                                      |                |                                     | 2.0  |            |     |
| <b>Learning profile</b>                            | academic   | <b>Assessment form</b>                                   |                |                                     |  |            |     |
| <b>Conducting unit</b>                             | Faculty of Law and Administration -> Rektor  |  |                |                                     |  |            |     |
| <b>Name and surname of lecturer (lecturers)</b>    | <b>Subject supervisor</b>  |  | dr Marek Benio |                                     |  |            |     |
|  | <b>Teachers</b>  |  | dr Marek Benio |                                     |  |            |     |
| <b>Lesson types</b>                                | <b>Lesson type</b>   | Lecture  | Tutorial       | Laboratory                          | Project  | Seminar    | SUM |
|  | <b>Number of study hours</b>   | 0.0  | 15.0           | 0.0                                 | 0.0  | 0.0        | 15  |
|  | E-learning hours included: 0.0   |  |                |                                     |  |            |     |
| <b>Learning activity and number of study hours</b> | <b>Learning activity</b>   | Participation in didactic classes included in study plan |                | Participation in consultation hours |  | Self-study | SUM |
|  | <b>Number of study hours</b>   | 15   |                | 0.0                                 |  | 35.0       | 50  |
| <b>Subject objectives</b>                          | The aim of the course "Social Policy and Social Insurance System" is to introduce students to the fundamental concepts of social policy and the functioning of social security systems in different countries, with a particular focus on Poland. Students will gain knowledge about the instruments and mechanisms of social policy, the principles of the social insurance system, and its role in providing social protection. The course also aims to develop students' ability to analyze and evaluate the solutions used in social policy and their impact on different social groups. |  |                |                                     |  |            |     |

| Learning outcomes | Course outcome  | Subject outcome  | Method of verification  |
|-------------------|---|--|---|
|                   | <p>[ADMINMU2_WK05] He/she has in-depth knowledge of the principles of establishing and developing the basic principles for individual entrepreneurship</p>                                    | <p>After completing the course, the student:</p> <p>Possesses in-depth knowledge of the principles of creating and developing basic forms of individual entrepreneurship in the context of social policy and social insurance systems.</p> <p>Understands the importance of individual entrepreneurship in creating new jobs and its impact on social and economic development.</p> <p>Can analyze legal regulations concerning individual entrepreneurship and their connection with social support systems and social insurance systems.</p> <p>Knows the mechanisms for supporting individual entrepreneurship by public administration and institutions responsible for social policy.</p> <p>Demonstrates the ability to identify and assess challenges related to the development of individual entrepreneurship and the role of public administration in supporting it.</p> | <p>[SW1] oral statement/conversation/discussion<br/>[SW3] text preparation/written work</p>                     |
|                   | <p>[ADMINMU2_UW04] He/she can assess the usefulness of typical procedures and good practices for the implementation of complex tasks related to various spheres related to administration</p> | <p>After completing the course, the student:</p> <p>Can assess the usefulness of typical administrative procedures and best practices in the implementation of tasks related to social policy and social insurance systems.</p> <p>Understands how effective administrative procedures contribute to improving the efficiency of public administration in the field of social security.</p> <p>Can adapt standard procedures to specific tasks and challenges faced by institutions responsible for social policies.</p> <p>Demonstrates the ability to apply best practices in public administration, considering the specifics of activities in the social insurance system.</p> <p>Analyzes the effectiveness of different administrative procedures and identifies opportunities for their improvement in the context of social policy implementation.</p>                     | <p>[SU1] oral statement/conversation/discussion<br/>[SU8] observation of student's independent or team work</p> |

|  | Course outcome   | Subject outcome   | Method of verification  |
|--|--|---|---|
|  | <p>[ADMINMU2_WG02] He/she has in-depth knowledge of the subject of regulation of individual branches of law</p>  | <p>After completing the course, the student:</p> <p>Possesses in-depth knowledge of the legal regulations concerning specific branches of law, including administrative law, civil law, labor law, and social insurance law. Understands the detailed legal provisions that regulate the functioning of social security systems and social policies in Poland and other countries. Can analyze the impact of different branches of law on the functioning of administrative institutions and the implementation of public policies. Knows and interprets key legal provisions related to social protection and insurance systems, considering their changes and evolution over time. Demonstrates the ability to apply detailed legal regulations in administrative practice in the context of social policy and social security.</p> | <p>[SW1] oral statement/ conversation/discussion<br/>[SW5] implementation of a problem task</p>                 |
|  | <p>[ADMINMU2_UW02] The graduate can use and integrate theoretical knowledge in the field of law, including administrative law and related scientific disciplines in order to analyze, synthesize and interpret complex problems related to broadly understood administration</p> | <p>After completing the course, the student:</p> <p>Can apply theoretical knowledge from administrative law and related scientific disciplines to analyze issues in the field of social policy and the social insurance system. Uses the principles of administrative law and legal norms to solve complex administrative problems related to social policy. Integrates various legal theories and approaches to synthesize information and draw conclusions regarding public administration and social security. Can interpret complex legal and administrative problems, considering the social, legal, and economic context. Develops the ability to formulate and justify administrative decisions within the framework of applicable legal regulations and social challenges.</p>  | <p>[SU1] oral statement/conversation/discussion<br/>[SU8] observation of student's independent or team work</p> |
|  | <p>[ADMINMU2_WK02] He/she has ordered knowledge of the rules and norms prevailing in administrative structures and institutions, such as: ethical, moral, legal, organizational and professional norms</p>   | <p>After completing the course, the student:</p> <p>Possesses organized knowledge of the principles and norms governing public administration, including ethical, moral, legal, organizational, and professional norms. Can identify and apply legal principles and administrative regulations related to social policy and the social insurance system. Understands how ethical and professional norms shape decision-making processes in public administration and influence practices in social policy. Is aware of the role of administrative institutions in creating, implementing, and overseeing legal and ethical norms in the field of social policy. Demonstrates the ability to analyze and assess the norms and principles influencing the functioning of public administration in the area of social security.</p>      | <p>[SW1] oral statement/ conversation/discussion<br/>[SW2] presentation/project/paper/report</p>                |

|  | Course outcome  | Subject outcome  | Method of verification   |
|--|---|--|--|
|  | <p>[ADMINMU2_KR01] He/she is convinced of the importance of ethical and professional behavior, and acts in accordance with the principles of ethics</p>   | <p>After completing the course, the student:</p> <p>Understands the importance of adhering to professional ethics in the field of social policy and the social insurance system.</p> <p>Can make administrative decisions considering principles of fairness, justice, and social responsibility.</p> <p>Demonstrates awareness of ethical challenges related to the implementation of social policies and the protection of individual rights.</p> <p>Acts in accordance with professional norms, respecting the rights and dignity of individuals benefiting from social security systems.</p> <p>Values transparency and honesty in administrative processes and in relationships with stakeholders in social policy.</p> | <p>[SK1] oral statement/conversation/discussion</p> <p>[SK8] observation of student's independent or team work</p> |
|  | <p>[ADMINMU2_UO02] The graduate is ready to actively participate in groups, organizations and institutions implementing professional administrative activities and to play a leading role in them, at the same time he/she is able to communicate with people who are and who are not specialists in administration</p> | <p>After completing the course, the student:</p> <p>Actively participates in team work related to the implementation of social policy and public administration.</p> <p>Can take on a leadership role in organizations and institutions engaged in administrative activities, effectively coordinating team efforts.</p> <p>Communicates clearly and effectively with both experts in administration and individuals outside the field.</p> <p>Demonstrates the ability to adapt communication styles to different audiences and to convey information effectively in administrative and social contexts.</p>  | <p>[SU1] oral statement/conversation/discussion</p> <p>[SU8] observation of student's independent or team work</p> |
|  | <p>[ADMINMU2_WK01] He/she knows and understands the most important dilemmas brought about by the development of civilization within the legal and administrative sciences</p>   | <p>After completing the course, the student:</p> <p>Identifies and analyzes key dilemmas arising from civilizational development in the context of social policy and the social insurance system.</p> <p>Understands the challenges related to adapting legal and administrative regulations to dynamic socio-economic changes.</p> <p>Critically assesses the impact of globalization, an aging population, and technological advancements on social security systems.</p> <p>Demonstrates awareness of the ethical and legal consequences of decision-making in the field of social policy and public administration.</p>  | <p>[SW1] oral statement/conversation/discussion</p> <p>[SW2] presentation/project/paper/report</p>                 |

|  | Course outcome   | Subject outcome   | Method of verification  |
|--|--|---|---|
|  | <p>[ADMINMU2_KK01] The graduate prepares responsibly for his/her work, is able to set priorities at work and plan work properly</p>  | <p>After completing the course, the student:</p> <p>Demonstrates responsibility in preparing for work in the field of social policy and the social insurance system, considering both theoretical and practical aspects.</p> <p>Identifies priorities in carrying out tasks related to the analysis and implementation of social policy instruments and social security systems.</p> <p>Effectively plans and organizes their work, taking into account the needs of different social groups as well as administrative and legal requirements.</p> <p>Applies time and resource management tools to efficiently complete tasks in the field of social policy and public administration.</p> | <p>[SK1] oral statement/conversation/discussion<br/>[SK2] presentation/project/paper/report</p>                 |
|  | <p>[ADMINMU2_KO02] The graduate is aware of the need to expand competences and professional qualifications, as well as to improve skills, he/she is able to set the directions of own development and education independently at extended and deepened level</p> | <p>After completing the course, the student:</p> <p>Understands the necessity of continuously expanding professional competencies and improving skills in the field of social policy and administration. Can independently identify areas requiring further education and professional development.</p> <p>Demonstrates initiative in acquiring new knowledge and utilizing modern methods and tools for professional improvement.</p> <p>Plans long-term career development, taking into account changing labor market demands and the needs of social and administrative sectors.</p>   | <p>[SK1] oral statement/conversation/discussion<br/>[SK8] observation of student's independent or team work</p> |
|  | <p>[ADMINMU2_UO01] He/she can create efficient team and manage the team's activities within broadly understood administration</p>  | <p>After completing the course, the student:</p> <p>Can effectively organize team work in the field of public administration and social policy. Demonstrates leadership skills and efficiently manages a team, considering diverse competencies and responsibilities of its members.</p> <p>Understands the importance of cross-sectoral cooperation and can coordinate team activities in the implementation of social policies.</p> <p>Applies team management methods, employee motivation techniques, and conflict resolution strategies within administrative structures.</p>  | <p>[SU1] oral statement/conversation/discussion<br/>[SU8] observation of student's independent or team work</p> |

|  | Course outcome   | Subject outcome  | Method of verification  |
|--|--|--|---|
|  | <p>[ADMINMU2_WG04] He/she has in-depth knowledge of the current relations between structures and institutions of public administration</p>                                       | <p>After completing the course, the student:</p> <p>Possesses in-depth knowledge of the current relationships between structures and institutions of public administration in the context of social policy and social insurance systems.</p> <p>Understands the mechanisms of cooperation, coordination, and division of competences among various administrative institutions responsible for implementing social policies.</p> <p>Can analyze the impact of changes in administrative structures on the effectiveness of social policy implementation and the provision of social insurance services.</p> <p>Knows the current challenges related to the integration of different administrative institutions in providing effective social support.</p> <p>Demonstrates the ability to evaluate inter-institutional cooperation in the implementation of social policy and the management of the social insurance system.</p> | <p>[SW2] presentation/project/paper/report<br/>[SW5] implementation of a problem task</p>                       |
|  | <p>[ADMINMU2_UU01] He/she has deeper awareness of the level of own knowledge and skills, and understands the need for lifelong learning and is able to plan and implement it</p> | <p>After completing the course, the student:</p> <p>Independently assesses their level of knowledge in social policy and the social insurance system and identifies areas requiring further development.</p> <p>Utilizes various sources of information to expand their knowledge and improve skills in the field of social policy and administration.</p> <p>Plans their professional development, recognizing the need for lifelong learning and adapting competencies to changing socio-economic conditions.</p> <p>Demonstrates initiative in acquiring new analytical and interpretative skills and in independently developing competencies necessary for administrative and research work.</p>  | <p>[SU1] oral statement/conversation/discussion<br/>[SU8] observation of student's independent or team work</p> |
|  | <p>[ADMINMU2_UW01] He/she has in-depth observation and interpretation skills of social phenomena, analyzes their connections with various areas of administrative activities</p> | <p>After completing the course, the student:</p> <p>Identifies and analyzes key social phenomena and their impact on the functioning of the social insurance system and social policy.</p> <p>Interprets social phenomena in the context of legal and institutional regulations and their implications for public administration.</p> <p>Assesses the effectiveness of social policy instruments and social security systems in responding to changing social needs.</p> <p>Integrates theoretical knowledge with a practical approach to data analysis and the development of recommendations for administrative actions in the field of social policy.</p>   | <p>[SU1] oral statement/conversation/discussion<br/>[SU8] observation of student's independent or team work</p> |

|  | Course outcome  | Subject outcome   | Method of verification  |
|--|---|---|---|
|  | <p>[ADMINMU2_WG05] The graduate knows the latest methods and tools, including techniques of obtaining data and information, appropriate for the direction of administration and related areas</p> | <p>After completing the course, the student:</p> <p>Knows the latest research methods and tools used in public administration, including techniques for collecting data and information related to social policy and social insurance systems. Can apply modern technologies in collecting, analyzing, and interpreting data concerning social policy and social security systems. Understands the role of analytical tools such as statistical data analysis, reports, and social studies in the decision-making processes of public administration. Can use data collection methods, such as surveys, interviews, and document analysis, to develop public policies and improve social insurance systems. Demonstrates the ability to assess the quality of collected data and its usefulness in the development and implementation of social policies.</p> | <p>[SW1] oral statement/<br/>conversation/discussion<br/>[SW2] presentation/project/paper/<br/>report</p> |
|  | <p>[ADMINMU2_KK02] He/she critically assesses his/her knowledge in the field of law, including administrative law</p>   | <p>After completing the course, the student:</p> <p>Critically evaluates their knowledge of law, including administrative law, in the context of social policy and social insurance systems. Can identify gaps and inconsistencies in current legal regulations, particularly those concerning social policy and public administration. Understands the importance of critical analysis of law in improving the social insurance system and enhancing the effectiveness of public administration. Can assess the impact of existing legal regulations on the implementation of social policy and their adequacy to changing social needs. Demonstrates the ability to formulate well-founded opinions on the quality of administrative law provisions and their practical consequences in administrative practice.</p>  | <p>[SK1] oral statement/conversation/<br/>discussion<br/>[SK4] test/exam - oral or written</p>            |

|  | Course outcome  | Subject outcome  | Method of verification  |
|--|---|--|---|
|  | <p>[ADMINMU2_UK03] He/she can debate over important problems related to the creation and application of law within administration</p>                 | <p>After completing the course, the student:</p> <p>Can engage in debates on significant issues related to the creation and application of internal law within public administration, particularly in the context of social policy and social insurance systems.</p> <p>Understands the importance of dialogue and discussion in the process of creating legal regulations that govern the functioning of administrative institutions and social policies.</p> <p>Can argue the effectiveness and legality of solutions used in public administration in the field of social policy.</p> <p>Demonstrates the ability to identify and discuss legal challenges related to the implementation of regulations in public administration, including social security systems.</p> <p>Actively participates in constructive exchanges of views, demonstrating knowledge of administrative law regulations and ethical aspects of applying the law in public administration.</p> | <p>[SU2] presentation/project/paper/report<br/>[SU6] demonstration of practical skills</p>                      |
|  | <p>[ADMINMU2_KO03] He/she is aware of the need to take actions that will protect the public interest and the rightful interests of the individual</p> | <p>After completing the course, the student:</p> <p>Understands the importance of protecting the public interest and individual rights in the development and implementation of social policy.</p> <p>Can analyze and assess administrative decisions and social policy solutions in terms of their compliance with principles of social justice and human rights.</p> <p>Demonstrates awareness of the ethical and legal aspects of actions taken in public administration and their impact on society.</p> <p>Applies principles of balancing public interest with individual needs when making responsible administrative decisions.</p>  | <p>[SK1] oral statement/conversation/discussion<br/>[SK8] observation of student's independent or team work</p> |
|  | <p>[ADMINMU2_WG03] He/she has systematic knowledge of the types of social bonds, their evolution and the regularities that govern them</p>            | <p>After completing the course, the student:</p> <p>Possesses organized knowledge about the types of social bonds, their functions, and their role in the context of social policy and social insurance systems.</p> <p>Understands the processes of evolution of social bonds in different historical periods and socio-economic contexts.</p> <p>Knows the basic principles and regularities governing social bonds, such as social solidarity, interdependence, and social integration, and their impact on social security systems.</p> <p>Can analyze changes in social bonds and their impact on social policies, including social insurance systems.</p> <p>Demonstrates the ability to identify social factors that shape public and administrative policies in the context of social bonds.</p>   | <p>[SW1] oral statement/conversation/discussion<br/>[SW5] implementation of a problem task</p>                  |

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|--|---|--|-------------------------------|
| Subject contents   | The course covers issues related to social policy and the social insurance system, including various forms of social security, such as pension, health, disability policies, and unemployment benefits. Students will explore problems of poverty, social exclusion, and the integration of people with disabilities. The course also includes analysis of national and international legal regulations and mechanisms for managing social security systems. Topics will also address the effectiveness of social policies and methods of evaluating their impact on society, including through statistical data, reports, and analyses. Social contingency and benefits, list of allowances and criteria of application, coordinations of social security systems. |  |                               |
| Prerequisites and co-requisites                                | no preliminary conditions   |  |                               |
| Assessment methods and criteria                                | Subject passing criteria  | Passing threshold  | Percentage of the final grade |
|  | Preparatory work for project or presentation  | 50.0%  | 50.0%                         |
|  | Active in class work  | 50.0%  | 50.0%                         |
| Recommended reading  | Basic literature  | <ol style="list-style-type: none"> <li>1. Julian Auleytner, <i>Social Policy in Poland and the World</i> (2nd edition), WSP TWP Warsaw 2012.</li> <li>2. Gertruda Uścińska, <i>Social Insurance Law: Principles, Financing, Organization with Online Tests</i>, C.H. Beck, Warsaw 2022.</li> </ol> |                               |
|  | Supplementary literature  | <ol style="list-style-type: none"> <li>1. G. Esping-Andersen, <i>Social Foundations of Postindustrial Economies</i>, Oxford University Press, 1999.</li> </ol>   |                               |
|  | eResources addresses  | Adresy na platformie eNauczanie:   |                               |
| Example issues/<br>example questions/<br>tasks being completed | <ul style="list-style-type: none"> <li>• What are the main pillars of the social insurance system in Poland?</li> <li>• What conditions must be met to qualify for a pension in Poland?</li> <li>• What are the sources of financing for the social insurance system in Poland?</li> <li>• How does sickness insurance differ from accident insurance?</li> <li>• What consequences can arise from failing to pay social insurance contributions?</li> <li>• What are the main objectives of social policy, and what tools are used to achieve them?</li> <li>• How does social policy address social exclusion, and what are its biggest challenges in the 21st century?</li> </ul>  |  |                               |
| Work placement   | Not applicable  |  |                               |

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