

**Subject card**

<b>Subject name and code</b>	Administrative enforcement proceedings - lecture, PG_00135990						
<b>Field of study</b>	Administration						
<b>Date of commencement of studies</b>	October 2024	<b>Academic year of realisation of subject</b>			2026/2027		
<b>Education level</b>	Bachelor's studies	<b>Subject group</b>			Obligatory subject group in the field of study		
<b>Mode of study</b>	part-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	3	<b>Language of instruction</b>			Polish		
<b>Semester of study</b>	6	<b>ECTS credits</b>			6.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>			exam		
<b>Conducting unit</b>	Department of Administrative Proceedings and Administrative Court Proceedings -> Faculty of Law and Administration -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		dr Krzysztof Kaszubowski				
	<b>Teachers</b>						
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	20.0	0.0	0.0	0.0	0.0	20
	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>	20		0.0		130.0	150
<b>Subject objectives</b>	Work in progress.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ADMNL3_WG02] The graduate demonstrates fundamental knowledge about the subject of regulations of individual branches of law	Work in progress.	[SW1] oral statement/ conversation/discussion [SW3] text preparation/written work
	[ADMNL3_KO02] The graduate is aware of the need to take actions that will protect the public interest and the rightful interests of the individual	Work in progress.	[SK1] oral statement/conversation/ discussion
	[ADMNL3_UK03] He/she has the ability to prepare a typical letter and a speech in Polish and a foreign language related to administrative work	Work in progress.	[SU3] text preparation/written work
	[ADMNL3_KO03] He/she is aware of the need to think and act in an entrepreneurial manner	Work in progress.	[SK1] oral statement/conversation/ discussion
	[ADMNL3_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	Work in progress.	[SK1] oral statement/conversation/ discussion [SK2] presentation/project/paper/ report
	[ADMNL3_UW01] The graduate observes and interprets social phenomena, analyzes their connections with various areas of administrative activity	Work in progress.	[SU1] oral statement/conversation/ discussion
	[ADMNL3_KK02] The graduate prepares responsibly for his/her work, appreciating the role of knowledge in solving professional problems	Work in progress.	[SK1] oral statement/conversation/ discussion
	[ADMNL3_UO02] He/she can plan and organize his/her professional work, as well as the work of the team he/she cooperates with	Work in progress.	[SU1] oral statement/conversation/ discussion [SU2] presentation/project/paper/ report
	[ADMNL3_WG03] He/she has fundamental knowledge about relations between structures and institutions of public administration	Work in progress.	[SW1] oral statement/ conversation/discussion
	[ADMNL3_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	Work in progress.	[SU1] oral statement/conversation/ discussion
	[ADMNL3_UU01] He/she is aware of the level of his/her knowledge and skills, and understands the need for lifelong learning	Work in progress.	[SU1] oral statement/conversation/ discussion
	[ADMNL3_UO01] The graduate is prepared to actively participate in groups, organizations, and institutions implementing administrative activities, at the same time he/she is able to communicate with people who are and who are not specialists in administration	Work in progress.	[SU1] oral statement/conversation/ discussion
	[ADMNL3_KO01] He/she knows how to participate in preparing social, civic, legal and economic projects related to administration	Work in progress.	[SK1] oral statement/conversation/ discussion
	[ADMNL3_WG01] He/she demonstrates knowledge about the character of legal and administrative sciences, their position in the system of sciences and their mutual relations	Work in progress.	[SW1] oral statement/ conversation/discussion

	Course outcome	Subject outcome	Method of verification
	[ADMINL3_KR01] He/she sees and formulates moral problems and ethical dilemmas related to his/her own and someone else's work, looks for optimal solutions	Work in progress.	[SK1] oral statement/conversation/discussion
	[ADMINL3_UW03] He/she is able to acquire knowledge independently and develop his/her professional skills using various sources (in native and foreign language) and modern technologies	Work in progress.	[SU4] test/exam - oral or written
	[ADMINL3_KK03] He/she is ready to take up professional challenges, takes trouble and shows persistence in the implementation of individual and team activities in the field of administration	Work in progress.	[SK1] oral statement/conversation/discussion [SK6] demonstration of practical skills
Subject contents	Work in progress.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
		51.0%	100.0%
Recommended reading	Basic literature	Work in progress.	
	Supplementary literature	Work in progress.	
	eResources addresses		
Example issues/ example questions/ tasks being completed	Work in progress.		
Work placement	Not applicable		

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