

Subject card

Subject name and code	Seminar IV - RYTEL-WARZOCHA Ann, PG_00174967						
Field of study	Seminarium IV - RYTEL-WARZOCHA Ann						
Date of commencement of studies	October 2025		Academic year of realisation of subject		2026/2027		
Education level	Master's studies		Subject group		Optional subject group		
Mode of study	full-time studies		Mode of delivery		at the university		
Year of study	2		Language of instruction		Polish		
Semester of study	4		ECTS credits		17.0		
Learning profile	academic		Assessment form		credit		
Conducting unit	Department of Constitutional Law and Political Institutions -> Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr hab. Anna Rytel-Warzocha				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	0.0	0.0	0.0	30.0	30
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	30		0.0		395.0	425
Subject objectives	The primary goal is the ability to analyze significant issues related to constitutional law, which will later become the research topic for a masters thesis.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ADMINMU2_KK01] The student has an advanced awareness of the role of knowledge in problem-solving, as well as the necessity of relying on expert knowledge – including the views of legal doctrine and jurisprudence – in situations that exceed the capacity for independent problem-solving.	The student understands the importance of theoretical and expert knowledge in solving complex problems.	[SK1] wypowiedź ustna/rozmowa/ dyskusja [SK3] opracowanie tekstowe/ praca pisemna [SK8] obserwacja samodzielnej lub zespołowej pracy studenta
		The student knows sources of expert knowledge, including legal doctrine, scientific literature, and case law, and is able to indicate their practical application in administrative practice.	
		The student is aware of the limitations of independently solving problems and the necessity of referring to scientific authorities and jurisprudence.	
		The student is able to collect, analyze, and interpret information from scientific literature, doctrine, and case law in order to prepare a comprehensive study or oral presentation.	
		The student is able to apply expert knowledge in practical and theoretical analyses of administrative problems, formulating conclusions and recommendations.	
		The student is able to critically evaluate various sources of knowledge and distinguish the opinions of authorities from information that is subjective or unverified.	
		The student demonstrates awareness of the importance of collaborating with experts and utilizing scientific knowledge when solving complex administrative problems.	
		The student is ready to responsibly use expert knowledge in the process of preparing research projects, analyses, and administrative documents.	

	Course outcome	Subject outcome	Method of verification
	[ADMINMU2_UW01] Using his own knowledge and sources of information, the student is able to analyze and resolve complex problems, as well as interpret legal, social, and political phenomena within the scope of administration and administrative activities.	The student knows and understands methods for analyzing complex constitutional problems, as well as tools for interpreting legal, social, and political phenomena. The student understands the importance of an interdisciplinary approach to legal issues and is able to integrate knowledge from various fields. The student is able to independently analyze complex constitutional problems, identify their causes, and propose solutions. The student is able to prepare an in-depth written study or oral presentation presenting the results of the analysis and proposed solutions to the problems. The student is able to use scientific and practical sources of knowledge to make decisions and support their own position with arguments. The student demonstrates initiative and responsibility in analyzing complex constitutional issues and proposing rational and ethical solutions. The student is able to critically evaluate and interpret information from various sources, taking into account the social and political context.	[SU1] wypowiedź ustna/rozmowa/ dyskusja [SU3] opracowanie tekstowe/ praca pisemna [SU8] obserwacja samodzielnej lub zespołowej pracy studenta

	Course outcome	Subject outcome	Method of verification
	[ADMINMU2_KR03] The student is ready to responsibly perform duties in public administration, including positions that require obtaining a master's degree, as well as in other entities in roles related to administration.	The student knows the principles of public administration functioning as well as the competencies required for positions in public administration and entities related to administration. The student understands the role of legal regulations, administrative procedures, and professional ethics in performing administrative tasks. The student possesses knowledge of the requirements expected of public administration employees, including positions requiring a master's degree. The student is able to independently prepare documents and reports necessary for administrative work, taking into account applicable regulations and standards. The student is able to make responsible decisions in practical situations related to managing administrative processes. The student is able to apply theoretical knowledge to solve practical problems in public administration and in other entities related to administration. The student demonstrates readiness for responsible professional conduct in public administration and other entities, including adherence to professional ethics and legal regulations. The student is able to collaborate with various stakeholders in public administration, considering principles of communication and participatory decision-making. The student is prepared for continuous professional development in administration and management of public processes.	[SK1] wypowiedź ustna/rozmowa/ dyskusja [SK3] opracowanie tekstowe/ praca pisemna [SK8] obserwacja samodzielnej lub zespołowej pracy studenta

	Course outcome	Subject outcome	Method of verification
	[ADMINMU2_UU06] The student is able to assess the level of his knowledge and skills, and understands the need for continuous learning.	The student understands the importance of systematically evaluating their own knowledge and skills in the context of academic and administrative work. The student knows methods for monitoring and improving competencies in the areas of administration and scientific research. The student is able to independently assess the level of their knowledge and skills in administrative matters and research work. The student is able to plan and implement actions aimed at their own development, taking into account the acquisition of expert knowledge, new research methods, and practical experience. The student is able to independently identify areas requiring deeper knowledge and skills improvement. The student is aware of the necessity for continuous learning and professional competence development in public administration and other entities related to administration. The student demonstrates initiative in self-education and in developing competencies necessary for responsible professional practice. The student is able to critically reflect on their own development and implement changes in their approach to learning and administrative work.	[SU1] wypowiedź ustna/rozmowa/diskusja [SU8] obserwacja samodzielnej lub zespołowej pracy studenta

	Course outcome	Subject outcome	Method of verification
	[ADMINMU2_WG01] At an advanced level, the student is able to define the sciences of law and administration, knows and understands the terminology, methods, and theories arising from legal sciences and related disciplines, relevant to issues concerning public authorities, the system of the state, and administration.	The student is able to define the main concepts and issues in the field of constitutional law. The student knows and understands the legal terminology used in analyzing the activities of public authorities. The student knows the methods, theories, and research approaches appropriate for legal sciences and related disciplines. The student is able to use legal and administrative research methods to analyze issues concerning the state system, public authorities, and administrative activities. The student is able to independently prepare a written study or oral presentation in which they use appropriate terminology and proper methods of analysis. The student is able to critically evaluate various theoretical and practical approaches to the functioning of administration and law, drawing conclusions relevant to real-world problems. The student demonstrates awareness of the importance of sound theoretical knowledge and legal terminology in academic work. The student is able to responsibly apply scientific methods and theories in analyzing complex constitutional problems, maintaining critical thinking and objectivity.	[SW1] wypowiedź ustna/rozmowa/ dyskusja [SW3] opracowanie tekstowe/ praca pisemna

	Course outcome	Subject outcome	Method of verification
	[ADMINMU2_UW02] The student is able to prepare an independent, in-depth written report and oral presentation on issues related to administration and administrative activities, including formulating his own theses, as well as collecting and analyzing materials necessary for preparing typical documents and acts related to administrative activities.	The student is able to independently prepare an in-depth written study on administrative issues and administrative activities, formulating their own theses and arguments. The student is able to deliver an oral presentation on administrative topics, presenting their conclusions and proposed solutions in an organized manner. The student is able to independently collect and analyze materials necessary for drafting typical administrative documents and acts related to administrative activities. The student can apply administrative law provisions in the practice of drafting documents and administrative acts. The student can assess the usefulness and reliability of information sources used in the preparation of administrative studies and documents. The student develops the ability to critically analyze administrative issues and to draw logical and well-founded conclusions based on collected materials. The student is able to prepare administrative documents and studies in accordance with the principles of legal language, logic, and the formal structure required in administration.	[SU1] wypowiedź ustna/rozmowa/ dyskusja [SU3] opracowanie tekstowe/ praca pisemna [SU8] obserwacja samodzielnej lub zespołowej pracy studenta

	Course outcome	Subject outcome	Method of verification
	[ADMINMU2_UO05] The student is able to professionally plan and organize work, and is prepared to actively participate in teams involved in the implementation of administrative activities, including leading such teams.	The student knows the principles of planning and organizing work in public administration as well as in entities related to administration. The student understands the role of organizational structure, decision-making processes, and task allocation in the effective functioning of administrative teams. The student knows the methods and tools that enable effective team management and the implementation of administrative projects. The student is able to professionally plan and organize their own work as well as the activities of a team within a project. The student is able to actively participate in team work, taking on different roles depending on the needs and nature of the task. The student is able to lead a team in the execution of administrative activities, applying principles of effective collaboration, communication, and task delegation. The student demonstrates readiness for responsible participation in teamwork within public administration as well as in entities related to administration. The student is able to make decisions in the role of a team leader, taking into account the needs of team members and organizational goals. The student is aware of the importance of collaboration, communication, and ethics in leading administrative teams and implementing public projects.	[SU1] wypowiedź ustna/rozmowa/ dyskusja [SU3] opracowanie tekstowe/ praca pisemna [SU8] obserwacja samodzielnej lub zespołowej pracy studenta

Subject contents

Formal and Substantive Guidelines for Writing a Masters Thesis

- Structure of the thesis: introduction, theoretical part, research part, conclusions, and recommendations.
- Rules for drafting the thesis: logical consistency, linguistic correctness, proper citation of sources.
- Choosing the topic of the masters thesis in the context of current constitutional, administrative, and public issues.
- Formulating the research problem, research questions, and hypotheses.
- Academic style and scientific standards applicable at the Faculty of Law and Administration, University of Gdańsk.
- Formatting, bibliography, and footnote requirements according to faculty regulations and guidelines.

Rules for Collecting Materials for Research

- Identification of knowledge sources: academic literature, legal acts, case law, official publications.
- Techniques for collecting empirical data: interviews, surveys, observations, document analysis.
- Assessment of the reliability and relevance of information sources.
- Organization of collected materials to enable their effective use in the masters thesis.
- Ethical and legal aspects of using sources and conducting research (personal data protection, copyright).
- Creating bibliographic databases and source materials for the research thesis.

Research Methodology in Administration

- Basic scientific research methods applied in public administration.
- Selection of research methods appropriate to the research problem (quantitative and qualitative methods).
- Data analysis and interpretation of results in the context of administrative issues.

Drafting and Presenting Results

- Ways of presenting research results in written and oral form.
- Preparation of outlines, plans, and drafts of the thesis.
- Guidelines for preparing the masters thesis defense: oral presentation, defense of hypotheses, answering questions.

Integration of Theoretical Knowledge with Administrative Practice

- Use of practical experience and case studies in developing the masters thesis topic.

	Formulating recommendations for public administration based on research results.		
Prerequisites and co-requisites	none		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	written paper	51.0%	100.0%
Recommended reading	Basic literature	J. Kamień, Podręcznik autora, Gdańsk 2015. A. Pułło, Prace magisterskie i licencjackie. Wskazówki dla studentów, Warszawa 2007.	
	Supplementary literature	J. Boć Jak pisać prace magisterską, Wrocław 2009.	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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