

Subject card

Subject name and code	Drafting procedural documents and decisions in administrative proceedings (workshop) - lecture, PG_00172797						
Field of study	Administration						
Date of commencement of studies	October 2024		Academic year of realisation of subject		2025/2026		
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	3		ECTS credits		2.0		
Learning profile	academic		Assessment form				
Conducting unit	Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Michał Miłosz				
	Teachers		dr Michał Miłosz				
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	30.0	0.0	0.0	0.0	0.0	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		20.0	50
Subject objectives	The aim of the course is to familiarize students with legal regulations regarding procedural documents and decisions of public administration bodies in general administrative proceedings and to present the methodology for preparing such documents and acts.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[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	The student has a deeper awareness of the level of his/her knowledge and skills in the field of methodology of preparing decisions and procedural applications in general administrative proceedings and understands the need to expand them.	[SU3] text preparation/written work
	[ADMINMU2_WK01] He/she knows and understands the most important dilemmas brought about by the development of civilization within the legal and administrative sciences	The student has in-depth knowledge of the regulations concerning the elements of the content of decisions and procedural applications in general administrative proceedings.	[SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	[ADMINMU2_KK02] He/she critically assesses his/her knowledge in the field of law, including administrative law	The student is able to critically evaluate their knowledge of general administrative procedure and understands the need to expand it in order to effectively and correctly apply this procedure in practice.	[SK3] text preparation/written work
	[ADMINMU2_UW03] The graduate can use complex theoretical approaches to analyze, interpret and plan administrative action strategies; he/she can generate solutions to specific problems related to administration, forecast the course of their solution and predict the effects of planned activities	The student knows the formal requirements of procedural applications and decisions in general administrative proceedings and is able to identify in specific cases defects in this area.	[SU3] text preparation/written work [SU4] test/exam - oral or written
	[ADMINMU2_WG02] He/she has in-depth knowledge of the subject of regulation of individual branches of law	The student is able to prepare a formally correct procedural applications and a decision in general administrative proceedings.	[SW1] oral statement/conversation/discussion [SW3] text preparation/written work
Subject contents	The course content includes: 1) issues related to procedural documents in general administrative proceedings: formal requirements and methodology for preparing applications in general administrative proceedings (including appeals and complaints), issues related to preparing a power of attorney; 2) issues related to decisions of a public administration body in general administrative proceedings: formal elements of the content of an administrative decision and a resolution in general administrative proceedings and the methodology for preparing them.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Draft procedural documents	51.0%	100.0%
Recommended reading	Basic literature	Normative acts regulating the issues covered by the subject program. P. Gołaszewski, Sporządzanie środków zaskarżenia w postępowaniu administracyjnym i sądowoadministracyjnym. Komentarz. Wzory pism i kazus, Warszawa (current edition) R. Suwaj, Kodeks postępowania administracyjnego. Wzory pism i dokumentów, Warszawa (current edition)	
	Supplementary literature	E. Cempura, A. Kasolik, Metodyka sporządzania pism procesowych w sprawach karnych, cywilnych, gospodarczych i administracyjnych, Warszawa (current edition)	
	eResources addresses		

Example issues/ example questions/ tasks being completed	
Work placement	Not applicable

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