

## Subject card

|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                          |                                         |                                     |                                                |            |     |
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| Subject name and code                       | Management and organisation of educational and care institutions, PG_00150169                                                                                                                                                                                                                                                                                                                                                                          |                                                          |                                         |                                     |                                                |            |     |
| Field of study                              | Pedagogy                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                          |                                         |                                     |                                                |            |     |
| Date of commencement of studies             | October 2025                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                          | Academic year of realisation of subject |                                     | 2026/2027                                      |            |     |
| Education level                             | Master's studies                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                          | Subject group                           |                                     | Obligatory subject group in the field of study |            |     |
| 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                            |                                     | 1.0                                            |            |     |
| Learning profile                            | academic                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                          | Assessment form                         |                                     | credit                                         |            |     |
| Conducting unit                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                          |                                         |                                     |                                                |            |     |
| Name and surname of lecturer (lecturers)    | Subject supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                          | dr Andrzej Kołakowski                   |                                     |                                                |            |     |
|                                             | Teachers                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                          |                                         |                                     |                                                |            |     |
| Lesson types                                | Lesson type                                                                                                                                                                                                                                                                                                                                                                                                                                            | Lecture                                                  | Tutorial                                | Laboratory                          | Project                                        | Seminar    | SUM |
|                                             | Number of study hours                                                                                                                                                                                                                                                                                                                                                                                                                                  | 20.0                                                     | 0.0                                     | 0.0                                 | 0.0                                            | 0.0        | 20  |
|                                             | 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                                                                                                                                                                                                                                                                                                                                                                                                                                  | 20                                                       |                                         | 0.0                                 |                                                | 5.0        | 25  |
| Subject objectives                          | Showing the conditions for the development of the Polish education system, familiarizing students with the organization of work in educational and care institutions, showing the specific role of the management staff and the tasks of the teaching staff related to the proper functioning of the institutionsequipping students with basic knowledge in the field of managing, organizing and planning the work of care and educational facilities |                                                          |                                         |                                     |                                                |            |     |

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| Learning outcomes               | Course outcome                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Subject outcome                                                                                                                                                                                                                                                                                                                                               | Method of verification            |
|                                 | [PEDMU2_K06] The graduate is willing to accept responsibility for his/her own preparation for work, decisions made and activities carried out, as well as their effects; accept responsibility for the people entrusted to his/her work (including building a relationship based on mutual trust)                                                                                                                                                                                                                                                                                      | prepare for classes and is responsible for his decisions                                                                                                                                                                                                                                                                                                      | [SK4] test/exam - oral or written |
|                                 | [PEDMU2_U12] The graduate is able to work in a team and assume the role of a leader, he/she is able to responsibly appoint and organise the work of the pupil                                                                                                                                                                                                                                                                                                                                                                                                                          | He works in a team and is able to lead a group                                                                                                                                                                                                                                                                                                                | [SU4] test/exam - oral or written |
|                                 | [PEDMU2_W14] The graduate has in-depth knowledge and understanding of structure and functions of the education system, selected educational systems of other countries                                                                                                                                                                                                                                                                                                                                                                                                                 | Knows and understands the structure of the education system                                                                                                                                                                                                                                                                                                   | [SW4] test/exam - oral or written |
|                                 | [PEDMU2_W10] The graduate has in-depth knowledge and understanding of standards, procedures and good practices used in pedagogical activity in various educational, care, and support and therapeutic institutions and understands the determinants of their functioning                                                                                                                                                                                                                                                                                                               | Knows and understands specificity of managing educational institutions                                                                                                                                                                                                                                                                                        | [SW4] test/exam - oral or written |
| Subject contents                | Transformations of the education and social welfare system in Poland - historical origins, social and political conditions Division of competences in the area of education and care for children and youth Basics of organization and management orientations and concepts, functions (planning, organizing, motivating, controlling) Managing an educational institution (competences of the director, teaching staff, professional advancement, the role of collegial bodies, pedagogical supervision Non-public institutions - specificity of operation, conditions of appointment |                                                                                                                                                                                                                                                                                                                                                               |                                   |
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Elsner D. (red.)Jak planować rozwój placówki oświatowej, Chorzów 2001<br><br>Balicki A., Pytler M. Prawo oświatowe. Komentarz, Warszawa 2017<br><br>Lorenz R., Zarządzanie placówką oświatową, Poznań 2016<br><br>Wosik-Kawala D. (red.) Rodzinne i instytucjonalne środowiska opiekuńczo-wychowawcze< Lublin 2011<br><br>Wybrane dokumenty prawa oświatowego |                                   |
|                                 | Supplementary literature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Koc R, Promocja szkoły i jej współpraca ze środowiskiem lokalnym W:S. Kowalik (Red.)Psychologia ucznia i nauczyciela. Podręcznik akademicki, Warszawa 2011<br><br>Pytler N., Balicki A, Leksykon prawa oświatowego i prawa o szkolnictwie wyższym< Warszawa 2020                                                                                              |                                   |
|                                 | eResources addresses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                               |                                   |
|                                 | Example issues/<br>example questions/<br>tasks being completed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Competencies of the pedagogical council, pedagogical supervision over the school                                                                                                                                                                                                                                                                              |                                   |
| Work placement                  | Not applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                               |                                   |