

Subject card

Subject name and code	Basics of Administrative Law and Procedure - exercises, PG_00187366						
Field of study	Podstawy prawa i postępowania administracyjnego - ćwiczenia						
Date of commencement of studies	October 2026		Academic year of realisation of subject		2027/2028		
Education level	Bachelor'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	3		ECTS credits		2.0		
Learning profile	academic		Assessment form		credit		
Conducting unit	Department of Administrative Law -> Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Dominika Tykwińska-Rutkowska				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	20.0	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		30.0	50
Subject objectives	The purpose of the practical classes is to prepare students to apply the provisions of administrative law and administrative procedure in practice.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	PSPORTL3_WG01	The student demonstrates advanced knowledge of the fundamental concepts and principles of administrative law and procedure, understands their relevance to the functioning of contemporary sport, particularly in the areas of organisation, supervision, financing and regulation of sporting activities by public administration authorities.	[SW4] test/egzamin - ustny lub pisemny [SW1] wypowiedź ustna/rozmowa/dyskusja
	PSPORTL3_UW01	The student, drawing on acquired knowledge of administrative law and procedure, and using available legal information sources (including legal information systems), is able to analyse and, at a basic level, resolve typical legal issues arising in the field of sport, as well as to interpret straightforward factual situations in light of applicable administrative law regulations.	[SU1] wypowiedź ustna/rozmowa/dyskusja [SU8] obserwacja samodzielnej lub zespołowej pracy studenta
	PSPORTL3_UK04	The student is able to prepare an independent written assignment and deliver an oral presentation addressing issues within administrative law and procedure, and its application to the field of sport, using appropriate legal terminology and terminology specific to sports governance.	[SU2] prezentacja/projekt/referat/raport [SU3] opracowanie tekstowe/praca pisemna
Subject contents	The practical classes cover the study of the practical aspects of applying substantive administrative law and the provisions of the general administrative procedure. The aim of the classes is to develop students ability to identify and resolve legal issues arising in the process of applying the law, to analyse case studies, and to acquire competencies in drafting administrative decisions and orders. The programme includes selected regulations of substantive administrative law, in particular those concerning public assemblies, associations and foundations.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	final written examination	51.0%	100.0%
Recommended reading	Basic literature	J. Zimmermann, Prawo administracyjne, Wolters Kluwer [wydanie ostatnie]; E. Bojanowski, K. Żukowski (red.), Leksykon prawa administracyjnego. 100 podstawowych pojęć, Warszawa 2009; T. Bąkowski, K. Żukowski (red.), Leksykon prawa administracyjnego materialnego. 100 podstawowych pojęć, Warszawa 2016; M. Wierzbowski (red.), Postępowanie administracyjne ogólne, podatkowe, egzekucyjne i przed sądami administracyjnymi, Warszaw (aktualne wydanie); T. Woś (red.), Postępowanie administracyjne, Warszawa (aktualne wydanie); Students independently familiarise themselves with the normative acts regulating the issues covered by the course.	

	Supplementary literature	M. Stahl (red.), Prawo administracyjne. Pojęcia, instytucje, zasady w teorii i orzecznictwie, Wolters Kluwer [wydanie ostatnie]; M. Wierzbowski, J. Jagielski (red.), Prawo administracyjne, Wolters Kluwer [wydanie ostatnie]; H. Izdebski, Introduction to public administration and administrative Law, Lieber, [wydanie ostatnie]; B. Adamiak, J. Borkowski, Postępowanie administracyjne i sądowoadministracyjne, Warszawa (aktualne wydanie); J.-B. Auby (ed.), Codification of Administrative Procedure, Bruxelles 2014;
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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