

Subject card

Subject name and code	Drafting of pleadings and adjudications in administrative proceedings - auditorium classes, PG_00132084						
Field of study	Law in administration and economy						
Date of commencement of studies	October 2026		Academic year of realisation of subject		2027/2028		
Education level	Master's studies		Subject group		Obligatory subject group in the field of study Subject group related to scientific research in the field of study		
Mode of study	part-time studies		Mode of delivery		at the university		
Year of study	2		Language of instruction		Polish		
Semester of study	3		ECTS credits		3.0		
Learning profile	academic		Assessment form		credit		
Conducting unit	Department of Administrative Proceedings and Administrative Court Proceedings -> Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Michał Miłosz				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	15.0	0.0	0.0	0.0	15
	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	15		0.0		60.0	75
Subject objectives	The aim of the course is to familiarize students with the legal regulations regarding pleadings and decisions of public administration bodies in general administrative proceedings and to present the methodology for preparing such pleadings and acts.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[PAGMU2_WG02] At an advanced level, the student knows and understands key regulatory issues related to the structure of the state, public administration, and the work of civil servants, as well as the legal and organizational conditions of selected areas of economic and social life.	Has structured knowledge of general administrative proceedings and is prepared to apply it in practice.	[SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	[PAGMU2_UK02] The student is able to communicate professionally on issues related to administration and the economy, including formulating clear messages for both specialists and non-specialists in administration. He can also prepare an independent, in-depth written report and an oral presentation on topics related to administration and the economy.	The student is able to communicate with others on legal and administrative issues related to the application of general administrative proceedings. The student is able to prepare a formally correct procedural document and a decision in general administrative proceedings.	[SU1] oral statement/conversation/discussion [SU3] text preparation/written work
	[PAGMU2_UW01] The student is able to use his knowledge and sources of information, including advanced information and communication techniques and professional tools for acquiring information, to analyze and resolve complex problems, as well as to interpret legal, social, and political phenomena within the scope of the functioning of administration and the economy.	The student is ready to identify and solve problem issues in the field of general administrative proceedings.	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written
	[PAGMU2_KO02] The student is capable and willing to use the knowledge and skills acquired in social activities; he is also ready to initiate the pursuit of the public interest, particularly through substantive support for a specific organization, performing his profession diligently and ethically; he is prepared to carry out tasks in the organization in an entrepreneurial manner.	Being aware of the existence of procedural and substantive regulations serving to protect the public and social interest as well as the legitimate individual interests of an individual, he is ready to apply them in administrative proceedings.	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written
Subject contents	<p>Programm content includes:</p> <p>1) pleadings in general administrative proceedings:</p> <ul style="list-style-type: none"> - formal requirements and methodology for preparing applications in general administrative proceedings; - formal requirements for appeals and complaints and the methodology for their preparation; - preparing a power of attorney; <p>2) decisions of a public administration body in general administrative proceedings:</p> <ul style="list-style-type: none"> - elements of the content of an administrative decision and resolutions in general administrative proceedings. 		
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	<p>Student korzysta z aktów normatywnych regulujących zagadnienia objęte programem przedmiotu;</p> <p>P. Gołaszewski, Sporządzanie środków zaskarżenia w postępowaniu administracyjnym i sądowoadministracyjnym. Komentarz. Wzory pism i kazus, Warszawa 2015;</p> <p>R. Suwaj, Kodeks postępowania administracyjnego. Wzory pism i dokumentów, Warszawa 2014;</p> <p>M. Rojewski, Postępowanie administracyjne - ogólne, przed sądami administracyjnymi i egzekucyjne, Warszawa 2013.</p>
	Supplementary literature	<p>E. Cempura, A. Kasolik, Metodyka sporządzania pism procesowych w sprawach karnych, cywilnych, gospodarczych i administracyjnych, Warszawa 2014 lub wydania późniejsze;</p> <p>H. Hofmann, J.-P. Schneider, J. Ziller (red.), ReNEUAL Model Rules on EU Administrative Procedure, Oxford 2017 (version for online publication - 2014);</p> <p>M. Bińkowska, A. Chelchowski, P. Gumola, B. Kopik, R. A. Waławender, The Code of Administrative Procedure, Warszawa 2017 lub wydania późniejsze.</p>
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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