

Subject card

Subject name and code	Methodology of constructing contracts in public administration - auditorium classes, PG_00197902						
Field of study	Administration						
Date of commencement of studies	October 2026	Academic year of realisation of subject			2028/2029		
Education level	Bachelor'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	3	Language of instruction			Polish		
Semester of study	5	ECTS credits			2.0		
Learning profile	academic	Assessment form			credit		
Conducting unit	Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Katarzyna Wałdoch				
	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		35.0	50
Subject objectives	develop and master the skills necessary for drafting basic contracts within the framework of public administration.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ADMINL3_U02] is able to communicate on matters typical for professional work related to their field of study and to prepare oral presentations, written papers, and a legal document concerning basic issues related to the organization and functioning of public administration, administrative activity, and the application of law in selected areas of social and economic life; including the ability to draft a typical administrative act and an application in an administrative case.	-	[SU3] text preparation/written work [SU4] test/exam - oral or written [SU5] implementation of a problem task
	[ADMINL3_K03] is prepared to perform duties in public administration in a responsible manner, with due regard for professional ethics, including in positions requiring the professional title of Bachelor's degree holder. Furthermore, he/she is ready to undertake employment in other entities in roles related to administrative activities and the application of law within specified areas of social and economic life.	-	[SK3] text preparation/written work [SK4] test/exam - oral or written [SK5] implementation of a problem task
	[ADMINL3_W01] possesses an advanced level of knowledge and understanding of the theories, methods, concepts, and terminology specific to legal sciences as well as the study of administration and politics.	-	[SW4] test/exam - oral or written [SW2] presentation/project/paper/report [SW3] text preparation/written work
[ADMINL3_W03] possesses advanced knowledge of, and understands, the procedures applied within public administration, as well as the various methods and instruments — both legal and non-legal — employed in administrative activity.	-	[SW4] test/exam - oral or written [SW2] presentation/project/paper/report [SW3] text preparation/written work	
Subject contents	<ul style="list-style-type: none"> • Types of contracts in public administration • Formal elements of a contract • Language and style of official documents • Practical exercises in contract drafting • Common mistakes in contract preparation • Legal foundations and regulations 		
Prerequisites and co-requisites	No preliminary qualifications required		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	written assignment	51.0%	20.0%
	exam	51.0%	80.0%
Recommended reading	Basic literature	none	
	Supplementary literature	none	
	eResources addresses		
Example issues/ example questions/ tasks being completed	none		
Work placement	Not applicable		

Document generated electronically. Does not require a seal or signature.