

**Subject card**

<b>Subject name and code</b>	Electronic aspects of administrative proceedings and e-delivery - lecture, PG_00198031						
<b>Field of study</b>	Administration						
<b>Date of commencement of studies</b>	October 2026	<b>Academic year of realisation of subject</b>			2026/2027		
<b>Education level</b>	Master's studies	<b>Subject group</b>			Obligatory subject group in the field of study Subject group related to scientific research in the field of study		
<b>Mode of study</b>	full-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	1	<b>Language of instruction</b>			Polish		
<b>Semester of study</b>	1	<b>ECTS credits</b>			2.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>			credit		
<b>Conducting unit</b>	Department of Administrative Proceedings and Administrative Court Proceedings -> Faculty of Law and Administration -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		dr Adam Bochentyn				
	<b>Teachers</b>						
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	30.0	0.0	0.0	0.0	0.0	30
	E-learning hours included: 0.0						
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	<b>Number of study hours</b>	30		2.0		18.0	50
<b>Subject objectives</b>	The aim of the course is to present the general characteristics of administrative proceedings and, on this basis, to provide knowledge about electronic administrative proceedings, in particular in the field of electronic communication, submission of applications, and the e-delivery system, as well as to develop skills in analyzing and interpreting relevant legal regulations.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ADMINMU2_W03] Knows and understands the current dilemmas concerning the functioning of public administration and the application of legal institutions within the sphere of the state, administration, and the economy, including in the context of the creation and development of various forms of entrepreneurship, with particular emphasis on regulations concerning new technologies law.	knows and understands current dilemmas concerning the functioning of public administration related to the use of new technologies in electronic administrative proceedings, in particular in the area of electronic forms of case handling and electronic service of documents.	[SW4] test/exam - oral or written [SW5] implementation of a problem task
	[ADMINMU2_K02] He/she positively evaluates legal solutions that protect individual rights, particularly in the context of the functioning of the state and the information society, and also possesses an in-depth awareness of the legal necessity to undertake actions that safeguard and balance the public interest, social interest, and the individual interests of persons in various aspects of social and economic life.	positively evaluates legal solutions concerning electronic administrative proceedings that protect individual rights in relations with public administration, and is aware of the need to balance the public interest with the individual interests of a person when using electronic forms of communication and service of documents.	[SK4] test/exam - oral or written [SK5] implementation of a problem task
	[ADMINMU2_U01] Using their own knowledge and other sources of information, they are able to identify, analyze, and resolve complex problems, formulate their own theses, and interpret phenomena related to the organization and functioning of public administration as well as selected domains of social and economic life, particularly those characteristic of the state and the information society.	using their own knowledge as well as other sources of information, is able to identify and analyze legal problems related to general administrative proceedings and the functioning of electronic procedures, and to interpret regulations concerning the use of electronic means of communication and electronic service of documents in public administration activities.	[SU4] test/exam - oral or written [SU5] implementation of a problem task
	[ADMINMU2_W01] Has an advanced knowledge and understanding of the theories, methods, concepts, and terminology appropriate to legal sciences as well as the study of administration and politics, particularly with regard to the system of public authority, administrative activity, and the legal determinants of the organization and functioning of administration, including those characteristic of the state and the information society, as well as issues concerning various aspects of the application of new technologies.	has an advanced knowledge and understanding of the concepts, institutions, and terminology specific to administrative procedures, in particular in the field of electronic administrative proceedings and the use of electronic means of communication in public administration, especially with regard to submitting applications in electronic form and the e-service (e-delivery) system.	[SW4] test/exam - oral or written [SW5] implementation of a problem task
Subject contents	The course content includes the characteristics of administrative proceedings and their relationship to other administrative procedures, the fundamental institutions of administrative proceedings, and in particular issues related to electronic forms of communication with public administration authorities. It also covers the legal basis for conducting administrative proceedings using electronic communication tools, the role of electronic documents in public administration, the electronic submission of applications and documents to administrative bodies, the use of ICT systems in carrying out public administration tasks, and the application of electronic communication in administrative procedures other than jurisdictional administrative proceedings. Furthermore, it addresses the functioning of the e-delivery system in public administration, the rules governing electronic service of documents, and their significance for the course of administrative proceedings.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	coursework	51.0%	50.0%
	test	51.0%	50.0%

Recommended reading	Basic literature	<p>Legal regulations governing electronic aspects of administrative proceedings and e-delivery. Selected literature on legal regulations governing electronic aspects of administrative proceedings and e-delivery:</p> <p>B. Adamiak, J. Borkowski, Kodeks postępowania administracyjnego. Komentarz, Warszawa, current edition (with regard to electronic administrative proceedings);</p> <p>Z. Kmiecik, J. Wegner, M. Wojtuń, Kodeks postępowania administracyjnego. Komentarz, Warszawa, current edition (with regard to electronic administrative proceedings);</p> <p>M. Wilbrandt-Gotowicz, Doręczenia elektroniczne w praktyce, Warszawa, current edition.</p>
	Supplementary literature	<p>R. Hauser, M. Wierzbowski (red.), Kodeks postępowania administracyjnego. Komentarz, Warszawa, current edition (with regard to electronic administrative proceedings);</p> <p>M. Wilbrandt-Gotowicz (red.), Doręczenia elektroniczne. Komentarz, Warszawa, current edition (with regard to electronic administrative proceedings).</p>
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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