

Subject card

Subject name and code	Electronic forms of legal transactions in public administration - lecture, PG_00198181						
Field of study	Administration						
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	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	Katedra Prawa Cywilnego i Tradycji Prawnej -> Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Dawid Rogoziński				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	30.0	0.0	0.0	0.0	0.0	30
	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	30		2.0		18.0	50
Subject objectives	The aim of the course is to familiarize students with electronic forms of legal acts in public administration, with particular emphasis on statecitizen relations and legal transactions in the digital environment. The course includes analysis of civil and administrative law regulations concerning the form of legal acts, including documentary and electronic forms. Students will learn about electronic identification, electronic signatures, and trust services. The objective is also to develop practical skills in applying legal provisions in administrative proceedings and legal transactions.						

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.	The student is aware of the importance of digital transformation in public administration and its impact on citizens' rights. They demonstrate responsibility in using electronic tools in professional practice. They understand the importance of data protection and information security.	[SW4] test/exam - oral or written [SW2] presentation/project/paper/report
	[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.	The student is able to interpret and apply legal provisions concerning electronic forms of legal acts in practice. They can prepare and assess electronic documents and use electronic communication tools in dealings with public authorities. They are able to solve legal problems related to digital transactions.	[SW4] test/exam - oral or written [SW2] presentation/project/paper/report [SW3] text preparation/written work [SW5] implementation of a problem task
	[ADMINMU2_W02] At an advanced level, identifies and understands the legal and administrative determinants of various forms of social and economic life, including those characteristic of the state and the information society, as well as issues relating to different aspects of the application of new technologies.	The student understands civil and administrative law regulations concerning the forms of legal acts, including electronic forms. They are familiar with electronic identification, electronic signatures, and trust services.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW5] implementation of a problem task

Subject contents	<ol style="list-style-type: none">1. Concept of legal acts and their forms in civil law2. Forms of legal acts: written, documentary, and electronic3. Legal significance of form requirements4. Electronic form of legal acts under civil law5. Document and electronic document concept and functions6. Electronic communication7. Electronic signatures types and legal effects8. Qualified electronic signature and its equivalence to handwritten signature9. Trusted profile and electronic ID10. Electronic identification systems11. Trust services EU regulation (eIDAS)12. Digitalization of public administration13. Electronic administrative proceedings (ePUAP, e-delivery)14. Submission of applications and documents electronically15. Electronic service of documents in administrative proceedings16. Electronic records and document management17. Administrative decisions in electronic form18. Data protection and security in electronic communication19. Evidentiary issues in electronic legal acts20. Automation and algorithmic decision-making in administration21. Interoperability of public administration systems22. Access to public information in electronic form23. Legal liability in electronic transactions24. Practical applications and case studies
Prerequisites and co-requisites	

Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	written exam	51.0%	80.0%
	paper / opinion / publication / presentation	51.0%	20.0%
Recommended reading	Basic literature	<ol style="list-style-type: none"> 1. D. Rogoziński, <i>Prawo cywilne bez tajemnic</i>, Warszawa (Wolters Kluwer) 2025 2. E. Gniewek (red.), P. Machnikowski (red.), <i>Kodeks cywilny. Komentarz</i>, Warszawa 3. J. Janowski, <i>Podpis elektroniczny w obrocie prawnym</i>, Warszawa (Wolters Kluwer) 4. I. Holik, <i>Prawne i praktyczne aspekty podpisu elektronicznego</i>, Warszawa, 2007 	
	Supplementary literature	<ol style="list-style-type: none"> 1. R. Podpiński, P. Popis, <i>Podpis elektroniczny. Komentarz</i>, Warszawa (Difin) 2. Z. Radwański, A. Olejniczak, <i>Prawo cywilne część ogólna</i>, Warszawa (C.H. Beck) 3. A. Wolter, J. Ignatowicz, K. Stefaniuk, <i>Prawo cywilne. Zarys części ogólnej</i>, Warszawa 4. Administracja publiczna wobec wyzwań współczesności; praca zbiorowa pod red. S. Fundowicza, K. Filipiaka, P. Świtala (dostęp online: https://wpia.uniwersytetradom.pl/wp-content/uploads/sites/3/2024/11/ABC-Administracji-03.pdf) 	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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