

THE STUDY PROGRAMME

To be effective from academic year: 2019/2020

1. FIELD OF STUDY: **ADMINISTRATION**
2. ISCED CODE: **0413**
3. FORM OF STUDY: **FULL-TIME, FIRST-CYCLE DEGREE**
4. NUMBER OF SEMESTERS: **6**
5. DEGREE TO BE GET: **BACHELOR'S DEGREE**
6. PROFILE OF EDUCATION: **PRACTICAL**
7. FIELD OF SCIENCE: **SOCIAL SCIENCES**
8. DISCIPLINES OF SCIENCE: **LEGAL SCIENCES (144 ECTS - 80% ECTS)**
ADMINISTRATION SCIENCES (36 ECTS – 20% ECTS),
9. **NUMBER OF ECTS POINTS NECESSARY TO OBTAIN THE QUALIFICATION (PROFESSIONAL TITLE): 180 ECTS**
Number of ECTS points, student should obtain during the classes which require direct involvement of academic teachers or another person responsible for them: **108 ECTS** full-time studies;
Number of ECTS points, student should obtain during the classes related to carrying out with more than 50 % of a total ECTS points): **97 ECTS**
Number of ECTS points, student should obtain during the chosen classes (with more than 30 % of a total ECTS points): **71 ECTS**
Number of ECTS points student should obtain during the humanities and social sciences classes: 5 ECTS in the humanities
10. **THE TOTAL NUMBER OF CLASSESS HOURS: 4700 - including number of classes hours conducted directly by academic teachers or another person responsible for them 2826 – full-time studies;**
The total number of hours realized at full-time studies in the form of e-learning - 40 hours

11. **Rationale and teaching objectives** (including profile of the graduate):

The aim of learning is to transfer knowledge in the field of broadly understood social sciences, including in particular the legal and administrative sciences. Students in the field of administration acquire knowledge, social competences and, above all, skills enabling proactive, public-spirited attitudes; they obtain comprehensive preparation for performing various social roles, for performing various functions (including managerial functions) in the broadly understood administration, both in public (government and local-government) and economic administration, as well as in non-public institutions and entities. They also gain competences related to civic education and the ability to get across relevant content. Knowledge of administration is one of the essential elements of the competence of the modern official regardless of the place in which he or she will be employed. Studying in this field is aimed primarily at preparing modern administration specialists, professional future officials to perform tasks related to work in public-sector institutions. The abovementioned skills and attitudes are embedded in the theoretical and practical knowledge gained during the studies of issues related to the sphere of public administration, as well as knowledge of fundamental economic, social and legal institutions.

The programme of studies in this field includes both basic subjects, such as: Fundamentals of Jurisprudence, History of Administration, Fundamentals of Constitutional Law, Administrative Law, Administrative Proceedings, Administration Studies, Civil-Law Forms of Administration, etc. The cycle of classes is supplemented with the subject Outline History of the Region intended to introduce the student to the specificity of regional administration. In addition, the programme has been supplemented, among others, with classes such as: Legal Logic, Philosophy of Law, and Public Official Ethics.

The student will have language skills in accordance with the requirements of the European System of Language Description described for the B2 level.

The programme of studies in the field of administration emphasizes the combination of knowledge and skills with values, ethics and desirable professional attitudes. The student will acquire the skills of self-education and adaptation to the conditions of changing environment, which in the learned profession is extremely important and constitutes the basis for maintaining the acquired competence.

As part of the program, the student has the opportunity to choose two thematic blocks:

- Local government finances - choosing this block of subjects, the student acquires and expands knowledge of the specifics of budgetary accounting, financial reporting and auditing in units of the public-finance sector, obtains knowledge of social policy and public official ethics.
- Municipal economy and real estate management - choosing this block of subjects, the student acquires and expands knowledge of the specificity of municipal economy, its legal regulations and administration of municipal units. S/he learns the legal aspects of spatial development (with elements of construction law) and real estate management.

Studies in the field of administration will give graduates knowledge based on current Polish and EU law, as well as knowledge of basic legal institutions, interpretation and application of law. The graduate has the knowledge necessary to take up employment in local government units at all levels (city and municipal offices, district authorities, inter-municipal associations, etc.) and other self-government organizational units (including municipal and communal social help centers, district help centers, cultural centers, e.t.c.). The graduate acquires knowledge of communication techniques in the workplace, of using available means of information and office technology, of participating in group work as well

as organizing and managing small teams. The graduate is prepared for professional activity under conditions of Poland's membership in the European Union.

12. **EFFECTS OF EDUCATION:**

Explanation of the marks:

ADM (in front of the underscore) – effects of education for the field

P - practical profile

1 - first-cycle studies

W – category of knowledge

U – category of skill

K - category of social competences

Symbols of effects of education for the field	After completing the studies in the field of ADMINISTRATION, graduate:	Directional reference of effects of education to:	
		universal characteristics for a given level of the Polish Framework Qualifications (Law on ZSK)	second degree characteristics for a given level of the Polish Framework Qualifications (Regulation of Ministry of Science and Higher Education)
in the scope of KNOWLEDGE:			
ADM1P_W01	has basic knowledge of the nature of legal sciences, their place in the area of social sciences and relationships to other sciences	P6U_W	P6S_WG
ADM1P_W02	has a basic knowledge of different types public administration bodies and their structure, about business entities, public institutions and political and their basic	P6U_W	P6S_WG

	elements and relations between them		P6S_WK
ADM1P_W03	knows the types of relations of legal sciences relating to field of the humanities	P6U_W	P6S_WG P6S_WK
ADM1P_W04	has basic knowledge about a human being as an entity creating a personal composition of public administrative bodies, business entities, social institutions, international organizations	P6U_W	P6S_WG
ADM1P_W05	knows the methods, tools and techniques of obtaining data appropriate for administrative sciences allowing describe public administration bodies, theirs structures, business entities, social institutions, social and economic organizations and processes in them and between them	P6U_W	P6S_WG P6S_WK
ADM1P_W06	has knowledge of legal, organizational and ethical norms and rules used in administrative sciences	P6U_W	P6S_WG
ADM1P_W07	has knowledge about views on public administration bodies, social organizations and international and business entities and their structures, types of connections and about their historical evolution	P6U_W	P6S_WG P6S_WK
ADM1P_W08	knows and understands the basic principles of law protection of intellectual property	P6U_W	P6S_WK
ADM1P_W09	has knowledge about creating various forms of the enterprise	P6U_W	P6S_WK
ADM1P_W10	has knowledge of the rules of functioning and role of public administration bodies, their structures, business entities, social institutions, international organizations	P6U_W	P6S_WG P6S_WK
ADM1P_W11	has knowledge of economics and economic determinants of functioning public administration bodies and theirs structures	P6U_W	P6S_WG P6S_WK
in the scope of SKILLS			
ADM1P_U01	can correctly interpret phenomena administrative based on legal sciences	P6U_U	P6S_UW
ADM1P_U02	can use theoretical knowledge in the field of administrative sciences and technology obtaining data for analyzing phenomena administrative, social and economic	P6U_W	P6S_UW

ADM1P_U03	can forecast administrative phenomena, using methods and tools of sciences of administration and their practical implications	P6U_U	P6S_UW
ADM1P_U04	correctly uses systems normative and norms (legal, professional, moral) to solve specific tasks in the field of legal sciences	P6U_U	P6S_UW
ADM1P_U05	has the ability to use the acquired knowledge, including acquired skills during professional practice	P6U_U	P6S_UW P6S_UO
ADM1P_U06	analyzes specific administrative problems and proposes their solution, he can see complexity of administrative problems, has the ability to implement the proposed solutions	P6U_U	P6S_UW
ADM1P_U07	has the ability to understand and analyze and evaluation of administrative, economic and social phenomena	P6U_U	P6S_UW
ADM1P_U08	speaks a chosen foreign language on B2 level of the European Training Description Languages	P6U_U	P6S_UW
ADM1P_U09	has the ability to efficiently use computer and the use of computer programs to analyze processes and phenomena taking place in public administration	P6U_U	P6S_UW
ADM1P_U10	can explain, analyze and evaluate events taking place in public administration bodies, their structures, business entities, social institutions, organizations international, taking account of knowledge in the field of administrative sciences	P6U_U	P6S_UW P6S_UK
ADM1P_U11	knows how to practically apply knowledge from the field of legal sciences, solve related problems with the functioning of the public administrative bodies	P6U_U	P6S_UW
ADM1P_U12	can explain, analyze and evaluate events from current economic life at the use of knowledge from the field of economic sciences	P6U_U	P6S_UW P6S_UU
ADM1P_U13	can work in a group, assuming different roles, is involved in the tasks entrusted to him	P6U_U	P6S_UO
ADM1P_U14	can skillfully combine knowledge from various areas	P6U_U	P6S_UW
in the scope of SOCIAL COMPETENCES			
ADM1P_K01	understands the need for continuous learning, shows involvement in administrative and economic processes on national and international range	P6U_K	P6S_KK

ADM1P_K02	appropriately defines the priorities for implementation self-determined aspirations and the aspirations of other people	P6U_K	P6S_KR
ADM1P_K03	correctly identifies dilemmas related to performing professional duties, is aware of the responsibility resulting from his profession and his reliable performing	P6U_K	P6S_KR
ADM1P_K04	participates in the preparation of projects individual administrative acts, letters, normative acts, taking into account the specificity performed task	P6U_K	P6S_KO
ADM1P_K05	presents an attitude of entrepreneurship and readiness to take new solutions, he has initiative and independence in professional activities	P6U_K	P6S_KO
ADM1P_K06	communicates with the socio-economic environment	P6U_K	P6S_KO

13. **LIST OF COURSES WITH THE ECTS CREDITS, LEARNING OUTCOMES AND SYLLABUS CONTENT:**

Course		Minimum number of ECTS credits	Syllabus content	Relation to learning outcomes
BLOCK OF GENERAL EDUCATION SUBJECTS:				
1	Foreign language course B2	9	<p>1. Vocabulary</p> <ul style="list-style-type: none"> - specialist vocabulary related to field of study - higher education-related topics - general vocabulary of everyday life, culture, social and global issues according to B2 level requirements <p>2. Grammar</p> <p>In accordance with level B2 of CEFR issued by the Council of Europe</p> <p>3. Language functions</p> <p>In accordance with requirements for level B2 of CEFR enabling students to communicate fluently in spoken and written language.</p>	ADM1P_W01 ADM1P_U08 ADM1P_K01
2	Physical education	0	<p>Providing students with knowledge and skills to enable safe organization of both individual and group physical activities in different conditions.</p> <p>Improving motor skills useful in health, recreational and sports activities through participation in practical exercises, learning how to use natural areas and the environment to organize various forms of physical education.</p> <p>Developing fitness and coordination skills, providing students with knowledge that enables self-control, self-assessment and independent action.</p>	ADM1P_U13 ADM1P_K03

			Shaping attitudes of conscious participation in various forms of sports and leisure activities during and after studies for physical and mental health.	
3	Information and Communication Technology	1	Basics of computer construction and functioning. Operating systems. Computer networks. Information systems security. Utility applications. Administration of selected operating systems	ADM1P_U09
4	Protection of industrial and intellectual property	0,5	The concept, scope and sources of intellectual property law. Basic problems of copyright and related rights: The concept of a work, The notion of copyright entities, The concept of content of copyright, The distinction between proprietary and personal property rights, Related rights, Permitted use, Orphaned works. Industrial property: invention and patent, biotechnological invention, trademarks and protection rights on trademarks, industrial designs, varieties of plants and animals, geographical names. The rules of liability for violation of rights on intangible goods. Basic problems in the remaining issues of intellectual property protection law.	ADM1P_W08 ADM1P_U04 ADM1P_K01
5	Entrepreneurship	0,5	Basic concepts related to entrepreneurship (eg entrepreneur, enterprise, entrepreneurship). Features of a good entrepreneur. Determinants of entrepreneurship. Innovation as a source of entrepreneurship: definition, sources, strategies. Setting up a business. Entrepreneurship in Poland - statistical data. Institutions and tools supporting entrepreneurship.	ADM1P_W09 ADM1P_W10 ADM1P_W11 ADM1P_U07 ADM1P_U13 ADM1P_K01
6	Health and safety	0	Definition, goals and scope of ergonomics, basic ergonomic system, characteristics of the work process. Stages of the work process, workload, determination of energy expenditure, static workload estimation, physiological effect of workload. The essence of health and safety at work. Accident hazards for life and health and basic preventive measures. Occupational risk assessment. Preventive medical care. Basic rules for fire protection and proceedings in case of fire. First aid in emergencies. Selected legal issues	ADM1P_W06 ADM1P_U07
7	Library coaching	0	The profile, tasks and functioning of the UJK Library. Types of publications in library collections. Library catalogs. Computer catalog.	ADM1P_W09 ADM1P_U09
Optional courses covering content in the humanities or social sciences				
8	Custom culture	2	Custom culture of medieval Europe; Custom culture of the Renaissance era; Custom culture in Times of Reformation and Counter – Reformation; Custom culture in the municipal republic; Custom culture in times of the industrial revolution; Custom culture in the colonial Times; Custom culture in a totalitarian system; Contemporary trends in custom culture.	ADM1P_U14 ADM1P_K01
9	Essay of History of Region	1	Determination of the territorial and chronological scope of the subject. Presentation of the history of Piotrków and major cities of the region in the pre-partition period.	ADM1P_U14 ADM1P_K02

			Analysis of selected smaller cities and villages of the region (history, socio-economic relations, monuments). Transformation of the cities of the region in the 19th and early 20th centuries (social relations, industrial development, urban development). Selected problems from the 20th century	
10	Philosophy	2	Introductory issues, departments and functions of philosophy, basic concepts of philosophy; main philosophical currents; social philosophy with administrative elements	ADM1P_W01 ADM1P_U01 ADM1P_U04 ADM1P_K03
Optional courses in the scope of student support in the learning process*				
11	Study skills	2	Student's rights and obligations in the light of external and internal legal acts. Vademecum of the student. Virtual University, class schedules, groups, applications, motions, documents. How to prepare for classes - techniques for taking notes, searching for information. Presentation, lecture, essay, etc. - rules, composition, footnotes, bibliography. Learning techniques - fast material acquisition. How to have time for everything, or time management. Social activity - scientific circles, student government. Session, or fear of the unknown - relaxation techniques.	ADM1P_W04 ADM1P_U13 ADM1P_U14 ADM1P_K06
12	Stress management		The concept of stress and stress reactions. The underlying reasons of stress and its consequences. Mental resistance and its causes. Levels of stress resistance. Stress management. Social support.	ADM1P_U14 ADM1P_K02
FUNDAMENTAL AND FIELD OF STUDY COURSES:				
13	The Introduction to Legal Studies	5	Basic issues of legal sciences. Legal provision and legal norm. Sources of law. Collision rules. Legal applications. Interpretation of legal provisions. The validity of the law. Legal entities. The system of national law. Legal liability. Authorities that enforce legal liability.	ADM1P_W06 ADM1P_U06 ADM1P_K03
14	History of Administration	5	The concept of administration in historical perspective - types of definitions. European administration of the Age of Enlightenment. Formation of modern administration in Poland in Stanisławów times 1764-1795. The classic administration of the nineteenth century. Administration in the 20th century. Selected issues from the development of administrative thought in the 19th / 20th centuries. Selected issues from the history of administration in the Polish lands during the partitions and the Second Polish Republic. Central administration in Poland in the years 1944-1989. July Constitution of 1952. Territorial administration in Poland in the years 1944-1989. Administration in Poland after 1989.	ADM1P_W03 ADM1P_W07 ADM1P_U10 ADM1P_K01
15	The basics of constitutional law	5	The evolution of political institutions in Poland in the 20th century. The science of the constitution. Features of the constitution. The genesis of the Constitution of the Republic of Poland. The mode of amending the Constitution. The basic constitutional principles of the Republic of Poland. Citizens' rights, freedoms and	ADM1P_W04 ADM1P_W06 ADM1P_U03 ADM1P_U06

			obligations. Territorial self-government. Courts and tribunals. Constitutional principles of justice. Ombudsman - selection mode and competences. A closed system of sources of law. Concept and contemporary understanding of the division of powers. Contemporary constitutional systems. Civic duties. Basics of the functioning of central administration. Basics of territorial self-government functioning. The authorities of state control and legal protection.	ADM1P_K03
16	Administrative Law – general part	4	The concept of administration, its features and functions. Genesis, concept and features of administrative law. Administrative law and other areas of law. The norm of administrative law. Basic concepts of administrative law. The rules of administrative law and organization of administration Sources of administrative law Public burdens. Administrative entities. The fundamental territorial division. Auxiliary division and special territorial divisions. Legal forms of administration Public law and private law. The structure of public administration bodies. Legal position, organization and tasks of local self-government. Tasks and competences of bodies of local government units. Supervision over territorial self-government. Complex and non-joint administration in the voivodship. Administrative decision - features, classifications and elements. Correctness and defectiveness of the administrative decision	ADM1P_W01 ADM1P_W02 ADM1P_W10 ADM1P_U11 ADM1P_K02 ADM1P_K06
17	Administrative Law – specific part	4	General principles of administrative law. Personal administrative law System of spatial planning in Poland Local spatial development plan and location decisions. The basic principles of legal construction law in the context of the construction freedom principle. Basic institutions in the field of real estate management. Social assistance benefits. Basic legal forms of environmental protection. Forms of public participation in environmental protection procedures. Basic legal forms of nature protection Elements of the contents of the local spatial development plan and the stages of the procedure for its adoption Decision on determining the location of a public-purpose investment and the decision on building conditions. Construction permit. Orders and decorations. Rules for the location of cemeteries and the burial of the deceased. Residence permit for foreigners in the Republic of Poland. Public gatherings.	ADM1P_W06 ADM1P_W10 ADM1P_U11 ADM1P_K02 ADM1P_K06
18	Public International Law	1	International law - general characteristics. Sources of international law. Subjects of international law. State authorities in international relations. International organizations. Peaceful settlement of international disputes. International responsibility of states	ADM1P_W06 ADM1P_W10 ADM1P_U10 ADM1P_K01
19	Administrative Proceedings	3	The administrative law system. The concept of administrative proceedings in the strict sense and other types of proceedings conducted by public administration bodies. General principles of administrative proceedings. Bodies conducting administrative proceedings. Participants in administrative proceedings. Delivery, summons, deadlines in administrative proceedings. Administrative proceedings before the authorities of first instance. Appeal and complaints procedures. Emergency legal measures initiated for legal reasons. Emergency legal measures	ADM1P_W06 ADM1P_U11 ADM1P_U13 ADM1P_K06

			triggered for reasons of teleology. Fees and costs of administrative proceedings. Writing various types of acts issued by public administration bodies.	
20	Fundamentals of Economics - Microeconomics	3	Definition of the subject of economics - microeconomics. Economics and other sciences. Market, supply and demand - factors determining them. Simple price elasticity of demand, profitable elasticity of demand, mixed price elasticity of demand, and price elasticity of supply. Elements of consumer choice theory. Consumer behaviour theory of the producer's choice, cost analysis. The producer on the market, the role and functions of perfect competition. Monopoly. Monopolistic competition. Oligopoly. Market failure and externalities (positive and negative).	ADM1P_W09 ADM1P_W11 ADM1P_U02 ADM1P_U12 ADM1P_K03
21	Fundamentals of Economics - Macroeconomics	3	Definition of the subject of economics – macroeconomics. Macroeconomic accounts (national income account and its determinants). State budget, budget deficit, public debt. Money market and financial market institutions. Unemployment. Inflation, deflation, slumpflation and stagflation. Socio-economic development, economic growth and the business cycle. The economic policy of the state. Elements of the banking system. Growth and socio-economic development.	ADM1P_W09 ADM1P_W11 ADM1P_U02 ADM1P_U12 ADM1P_K03
22	The science of administration	5	The concept of administration science. The genesis of administration science. The concept of administration in historical perspective - types of definitions. Contemporary definitions of public administration. Research concepts of administration science and research methods in the science of administration. The doctrinal basis of the public administration system. Program mission, providing function, judicial function; regulatory and order administration, development management and non-functional forms of administration. The most important public administration models in contemporary and historical terms. National models of public administration.	ADM1P_W07 ADM1P_U02 ADM1P_U11 ADM1P_K01
23	Public Economic Law	5	The essence of public economic law. Economic activity. Basic concepts. Economic freedom. The principle of equality and economic freedom. Registering and recording business activity. Business licensing. Regulated business activities. Permits for running a business; Checking the business activity of the entrepreneur; Administrative and legal aspects of foreign trade; Public regulation in the field of banking order in Poland; Police and administrative restrictions on running a business.	ADM1P_W01 ADM1P_W11 ADM1P_U06 ADM1P_U13 ADM1P_K06
24	Legal logic	3	Introduction to logic, explanation of concepts; Language and its functions; Concepts of signs and signing; The roles of semiotic statements; Names and definitions; Logical division; Syntactic categories; Identification of the nature of the name and the relationship between names ranges; The propositional calculus; Tautologies; Inference; Logic and interpretation of law	ADM1P_W01 ADM1P_W03 ADM1P_U14 ADM1P_K06
25	Philosophy of law	3	Analysis, synthesis and history of legal philosophy; law positivity, legal history, legal normativity, law and policy relations, law and ideology relation, law and morality relation, law objective, legal security, legal ethos, legal positivism, concepts of the law of nature.	ADM1P_W01 ADM1P_U14 ADM1P_K01 ADM1P_K02

26	Environmental law	1	Environmental law in Poland and European Union law; The basic principles of modern environmental law; Legal issues of information about the environment and its protection; Legal guarantees of public participation in the implementation of environmental protection objectives; Legal issues of the so-called environmental impact assessments; Management of environmental resources; Organization of performing tasks in the field of environmental protection.	ADM1P_W06 ADM1P_U04 ADM1P_K02
27	Legal Data Protection	2	The principle of openness and the right to access public information (the concept, forms of access, restrictions on access to public information due to protection of classified information, refusal to disclose public information). Classified information (concept, classification of classified information). Personal safety. Appeal and complaint proceedings, resumption of proceedings. Secret offices. Physical security measures. ICT security; industrial safety. Records and sharing of data and files of inspection proceedings, control verifying proceedings and industrial security proceedings. Personal data. Rules for the processing of personal data. Registration of personal data files.	ADM1P_W05 ADM1P_U04 ADM1P_U10 ADM1P_K04
28	Labor Law and Official Law	2	Subject and object scope and functions of labour law. The rules of labour law. The specificity of sources of labour law. Work relationship - concept, subjects and subject. Contract of employment. Other grounds for establishing employment relationship. Catalogue of employee and employer obligations. Working time. Remuneration for work. Special legal protection of remuneration for work. Health and safety regulations and the National Labour Inspectorate	ADM1P_W01 ADM1P_W06 ADM1P_W10 ADM1P_U02 ADM1P_U06 ADM1P_K03 ADM1P_K06
29	Institutions and Sources of European Union Law	2	The genesis of the European integration process; History of integration; The notion of the European Communities and the European Union; The institutional system in the Common Foreign and Security Policy of the European Union; The rules of operation of the European Union; Procedures for law-making in the European Union; Legal character of European Community law; Principles of the Community legal order; Ensuring the effectiveness of the European Union law in Poland; The Charter of Fundamental Rights and the European Convention on Human Rights; Management of European affairs at the national level; Development trends of the European Union.	ADM1P_W06 ADM1P_W10 ADM1P_U02 ADM1P_U07 ADM1P_K01
30	Enforcement proceedings in administration	2	The concept, purpose and legal basis of enforcement proceedings in administration. The scope of administrative enforcement. The scope of administrative enforcement. The rules of enforcement proceedings. Entities of enforcement proceedings. The course of enforcement proceedings. Convergence of execution. Enforcement measures in the enforcement of monetary claims. Enforcement measures in the enforcement of non-pecuniary obligations. Security proceedings. Administrative legal measures. Legal means of court	ADM1P_W02 ADM1P_W06 ADM1P_U11 ADM1P_U13 ADM1P_K06
31	Public Finances	3	The subject of public finances. Functions of public finances. The scope of public finances in Poland and in European Union countries. The system of collecting	ADM1P_W11 ADM1P_U02

			public funds. Economic aspects of public spending. Budget balance. Public debt. The state budget as a financial management tool. Local government finances. The essence of public finances	ADM1P_U07 ADM1P_K06
32	Financial Law	3	The concept of public financial management, public finances, public financial activities. Definition of financial law; financial law departments - scope and specificity. Entrepreneur in a market economy. Financing the activities of entrepreneurs (general comments). Equity as a source of financing. Foreign capital as a source of financing. Sources of long-term financing. Sources of short-term financing. Financing of receivables, inventories and short-term liabilities. Secured loans and trading in receivables as a source of short-term financing. Legal and financial consequences of liquidation, bankruptcy and resolution proceedings. Financing the costs of your own and foreign capital. Financial law and public finances in the Constitution of the Republic of Poland.	ADM1P_W01 ADM1P_W06 ADM1P_U01 ADM1P_U07 ADM1P_K01 ADM1P_K05
33	Civil law forms of Administration	4	Civil law - general part; Basis of property law; Basis of inheritance law; Civil law agreements; Basics of family law; Commitments - general part; Commitments - a detailed part.	ADM1P_W06 ADM1P_U04 ADM1P_U11 ADM1P_K05 ADM1P_K06
34	Basics of commercial Law	2	The concept, object and sources of commercial law. Commercial law companies and sole proprietorships and civil partnerships. Representation of commercial law companies. The rules of functioning of commercial companies. Adoption of resolutions in commercial companies and bringing charges against them. Civil law liability in a limited liability company and joint-stock company. Subjective transformations: mergers, divisions and transformations of companies. Bankruptcy and recovery proceedings - basic issues and construction. Basic types of contracts in the course of trade	ADM1P_W06 ADM1P_U01 ADM1P_U04 ADM1P_K06
35	Negotiation and mediation in administration	2	Elements of conflict theory and dispute resolution. Alternative forms of dispute resolution. Forms of alternative dispute resolution. Negotiation as a form of dispute resolution, negotiation models, negotiation techniques. Mediation as one of the forms of ADR. The rules of mediation. The course of the mediation process. Mediation in the Polish legal system. Quasi mediation in proceedings before administrative courts, mediation in administrative disputes. Ethics in the profession of a mediator	ADM1P_W06 ADM1P_U01 ADM1P_U02 ADM1P_K03 ADM1P_K06
36	Administrative Legislation	1	Concepts of law creation and the constitutional system of law-making acts. Constitutional and statutory regulation of the process of preparing and making acts of administrative legislation. Normative and internally binding acts. The rules of proper legislation as the basis for the design of legal acts (the role of the Legislative Council and the Government Center for Legislation) and the criterion of constitutional review. Impact on the design of legal acts of non-governmental actors - participation of citizens in the preparation of legal acts, lobbying in the law-making process. Participation of the courts and the Constitutional Tribunal in	ADM1P_W06 ADM1P_U04 ADM1P_U11 ADM1P_K06

			shaping the content of the law and the principles of the correct legislative process. Local self-government legislation: resolutions of collective bodies. Local self-government legislation: directives of single-person bodies.	
37	The system of Local Government	4	The essence of territorial self-government. Administrative structure - local government units. The federal model and the unitary model. Self-governmental constituting and control bodies - selection rules, session, rights and duties of councilors. Premises of termination of a councilor's mandate. Tasks and competences of the constituting bodies. The function of controlling the council (sejmik) and the audit committee. Activities of executive bodies. The rules for the selection of the management board in the poviats and voivodships. Legal position of the starost and marshal of the voivodship. Forms of direct democracy in the local government. Auxiliary units of the commune. Local law of local self-government. Cooperation of local government units. Property of local government units. Supervision and control over the activities of local government. The principle of openness in the activities of local government.	ADM1P_W02 ADM1P_W10 ADM1P_U11 ADM1P_K05
38	Basics of Agricultural Law	1	The concept, object, sources and evolution of agricultural law. The specificity of agriculture as an economic sector. Shaping the agricultural system. Trade in agricultural real estate. Legal titles of managing agricultural real estate. Legal forms of disposing of the Agricultural Property Resource of the Treasury. Inheritance of farms. Social insurance for farmers. Taxation of agriculture. Shaping the agricultural space. Common agricultural policy.	ADM1P_W06 ADM1P_U02 ADM1P_U04 ADM1P_K06
39	Fundamentals of criminal law and violations law	3	Functions of criminal law. Criminal law principles. The rules of application of the criminal act. Statutory features of a prohibited act. Formal and phenomenal forms of a prohibited act. Counter-control and circumstances excluding guilt. The concurrence of the provisions of the Act and the coincidence of crimes. Penalties and penal measures. Measures related to subjecting the perpetrator to a test. The concept, sources and functions of the law of offenses. The concept of offence and the division of offenses. Circumstances excluding liability for misdemeanors. Formal forms and phenomenal forms. Convergence of regulations, convergence of offences, confusion of offence with crime. General characteristics of proceedings in misdemeanor cases.	ADM1P_W06 ADM1P_U04 ADM1P_K03 ADM1P_K06
40	Organization and management in public administration	2	Organization, management - concept and essence. Outline of the organization of public administration in Poland. Planning in public administration. Organization and functioning of the office. Decision making in public administration. Human resources management in public administration. Control in public administration. Change management in public administration. Property management in public administration; New Public Management.	ADM1P_W07 ADM1P_W10 ADM1P_U03 ADM1P_U13 ADM1P_K03 ADM1P_K06
41	Document management in public administration	2	Document as a tool for public administration. File management. The State Archival Service in Poland. Statutory and non-statutory regulations regarding the handling of documentation in public administration. The right of access to the documentation of the case file. Contemporary documentation. Electronic documentation. Electronic	ADM1P_W02 ADM1P_W05 ADM1P_U02 ADM1P_U10

			signature. Non-public documentation. Handling documentation at the office. Workflow of documentation. Crimes against documents. Reconstruction of administrative files.	ADM1P_K02
42	E-administration	4	Public administration in the information society. A new model of public administration. Electronic administration. Principles of electronic administration. Legal possibilities of computerization of administration; Electronic activities in public administration; Electronic document and electronic signature in public administration; Circulation of electronic documents inside public entities; Electronic access to public information; Forecast and directions of e-administration development	ADM1P_W05 ADM1P_W06 ADM1P_U06 ADM1P_U10 ADM1P_K02
43	Ethics of the official	2	The concept of value; ethical values and their place among the values of others; Ethical system in the European model; Models of official ethics; Ethical infrastructure of public administration; Basic principles of official ethics; Ethical duties of the official; Public administration pathologies (corruption, clientelism, nepotism).	ADM1P_W04 ADM1P_W06 ADM1P_U04 ADM1P_U11 ADM1P_K02 ADM1P_K03
BLOCK OF ELECTION SUBJECTS:				
44	Diploma subjects	24	Proseminar Bachelor's Seminar Monographic Lecture (I, II) Monographic Lecture in a Foreign Language	ADM1P_W01 ADM1P_W05 ADM1P_U01 ADM1P_U02 ADM1P_U07 ADM1P_U11 ADM1P_K01 ADM1P_K02
45	Local government finances**	17	Fundamentals of Accounting Budgetary Accounting The discipline of Public Finances Management of EU Funds Financial reporting of public sector entities Auditing and management control in the public finance sector units Financial Analysis in Local Government Units Local Government and its Finances	ADM1P_W02 ADM1P_W05 ADM1P_W06 ADM1P_W09 ADM1P_W10 ADM1P_W11 ADM1P_U02 ADM1P_U07 ADM1P_U10 ADM1P_U12 ADM1P_U14 ADM1P_K01 ADM1P_K02 ADM1P_K03 ADM1P_K04 ADM1P_K05

				ADM1P_K06
46	Municipal Economy and Real estate management**	17	Municipal Economy Real estate management History and theory of shaping settlement systems Social and Environmental Conditions of Spatial Planning Planning and Land Use Law on Land Management The financing of investment projects by local governments	ADM1P_W01 ADM1P_W02 ADM1P_W03 ADM1P_W05 ADM1P_W06 ADM1P_W10 ADM1P_W11 ADM1P_U04 ADM1P_U06 ADM1P_U07 ADM1P_K01 ADM1P_K02 ADM1P_K06
47	Legal institutions for the implementation of public projects***	4	Public Procurement Law Public-private partnership European Public Procurement Law	ADM1P_W06 ADM1P_W11 ADM1P_U02 ADM1P_U07 ADM1P_K01 ADM1P_K03 ADM1P_K06
5	Environmental management in public administration***	4	Municipal Waste Management Environmental Impact Assessment Administrative Procedures in Environmental Law	ADM1P_W05 ADM1P_W06 ADM1P_W11 ADM1P_U02 ADM1P_U04 ADM1P_K03 ADM1P_K06
INTERNSHIPS (duration, rules and form):		<p>The internships take place according to the rules gathered in the Study Regulations.</p> <p>Professional training during full-time undergraduate studies takes place on the dates specified in the studying program. During full-time undergraduate studies, professional training means 780 contact hours and 26 ECTS credits (six months, 750 hours combined, and 30 hours preparation for internships). Internships take place in government and state institutions, economic entities (state or private), social associations and foundations.</p> <p>During the internships, students observe and perform activities assigned by their tutor. The choice of place of internships is made by the students either on their own or in agreement and with the help of a tutor.</p> <p>The aim of professional internships is to gain practical skills in the field of organization and operation of the workplace. The internship will give the ability to use theoretical knowledge gained at the University and confront it with the forms and methods of operation of a given workplace.</p> <p>In order to obtain a passing grade with an appraisal of an apprenticeship, a student is required to present a certificate of completion of the internships issued by the institution in which the internships took place and the opinion of their tutor. The university supervisor gives the passing grade after the students fill in all the documents</p>		

		needed. A student can obtain a passing grade on the basis of their professional work or running their own business, if the work is related to the field of study and the chosen specialty. Cooperation with institutions in which professional training takes place is regulated by an appropriate agreement.		
1	Student work placement	26	Familiarizing the student with the internship regulations. Familiarizing the student with general information concerning the organisation/institution/enterprise/office and the organisation of work, timetable, discipline at work, organisational structure of the institution where the internship takes place. Familiarizing the student with the tasks/duties performed by the employees of the institution/department where the student is placed for the internship; presentation of a detailed plan of tasks delegated to the student. Presentation to the student of non-confidential business data/information required for carrying tasks. Execution of tasks assigned by the enterprise/institution where the internship takes place.	ADM1P_W07 ADM1P_U10 ADM1P_U13 ADM1P_K03
Total		180		

60 hours of physical education classes are mandatory for all full-time students, those classes do not have ECTS points assigned. Students are obligated to participation in training Health and Safety, of not less than 4 hours, with regard to specificity of education at university and existing technical equipment used in the process of education. Students are obligated to participation in training Library couching, of not less than 2 hours.

*Optional courses in the scope of student support in the learning process: Study skills/Stress management

**The student selects one of the two offered course groups: Local government finances

Municipal management and real estate management

***The student selects one of the two offered course groups: Legal institutions for the implementation of public projects

Environmental management in public administration

14. **Additionally foreign students have a duty to participate in:**

Course	Minimum number of ECTS credits	Syllabus content	Relation to learning outcomes
Polish language course	4	Elementary course of Polish language concentrates on practical linguistics skills, conversations as well as elements of Polish history and culture. The main aim of the Polish language basic course is to prepare students to use everyday life expressions, to find relevant information in written text forms, and to be able to communicate with people in different life situations (also in a medical environment). a. Basic everyday expressions – greetings and other polite expressions; introducing oneself; thanking, asking about people; numbers; alphabet; phonetics. b. Asking for personal information. Formal and informal expressions. Personal particulars (nationality, country, age, address, phone number, occupation). Describing family relations. Verb to be.	ADM1P_W01 ADM1P_U08 ADM1P_K01

		<ul style="list-style-type: none"> c. Description of everyday items, people; adjectives, colours. Verb to have. d. Asking about jobs. Job description. Professions, jobs, interests – basic communication. e. Daily routines. Our everyday activities – listening and oral practice. Verbs. f. Buying things, asking about food and prices. Shopping, prices, places, things to buy – useful vocabulary (listening and oral practice). Modal verbs. g. Dishes from different countries. Restaurant guide. Asking and talking about preferences, describing the menu. h. Telling the time. Talking about routines and frequency. Time expressions referring to the present, past and future. i. Speaking about family and family members; likes and dislikes, personality features. j. Describing places. k. Body parts. Vocabulary practice. At the doctor’s – basic expressions. 	
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15. **METHODS AND MEANS FOR VERIFICATION OF LEARNING OUTCOMES ACHIEVED BY THE STUDENT DURING A FULL CYCLE OF STUDY:**

Effectiveness assessment of achieving the intended learning outcomes in the field of Administration is based on the rules and mechanisms applied at Jan Kochanowski University. They define the effectiveness of achieving the intended learning outcomes by assessing the students' achievement of the outcomes as well as verifying the evaluation methods and grading. The assessment procedure is described in the internal document of the University of Jan Kochanowski.

Verification of the scope and level of student achievement of the intended learning outcomes is carried out through: periodic assessments (in the form of: tests , credit work, papers, presentations), course exams (in the form of oral exams and written exams), course completion (mainly credit with grade), the diploma process (which includes the preparation of the diploma thesis and the diploma examination), assessment of student achievement of the intended learning outcomes during student internships.

Verification methods of learning outcomes are determined in the following way:

- a) for the course - selected by persons responsible for preparing the course description (and / or responsible for teaching the course) in agreement with the persons conducting particular forms of classes;
- b) for student internships - resulting from internal regulations of Jan Kochanowski University in Kielce regarding internships and institute internship rules (rules for completing and passing internship period), which are also defined in the course description,
- c) for the diploma process - they result from the internal regulations of Jan Kochanowski University in Kielce regarding the diploma examination and the requirements for diploma theses at the level of first-cycle studies.

Verification of achieving the intended learning outcomes is conducted through: assessment of the course description and verification of the students' achievement of the intended learning outcomes in terms of knowledge, skills and social competences; systematic monitoring and evaluation of the diploma process; constant supervision over the implementation of learning outcomes assigned to student internships. When verifying learning outcomes, it is assumed that obtaining a positive grade in the exam or passing the course with credit (and / or its form), thesis and diploma exam, as well as student internships confirm the achievement of all the learning outcomes established for the listed elements of the learning process, meeting at

least the minimum requirements specified in the course description. The level of achieving learning outcomes results from the graded assessment. The system for assessing the degree of achievement of the intended learning outcomes includes:

- a) final grades in particular courses (including grades in particular forms of the course) along with the appropriate number of ECTS credit points assigned to these courses;
- b) graded diploma thesis, which is grade point average of supervisor's and reviewer's assessment;
- c) grade in the diploma examination, in accordance with the current rules of the study regulations for the diploma thesis;
- d) completed internship with the student's implementation of the internship program and the achievement of the intended learning outcomes for the internship period.

Monitoring the students' achievement of the learning outcomes for the last term of studies. This verification is carried out through the self-assessment questionnaire for achieving learning outcomes. The results from the above-mentioned questionnaire provide valuable information for the Curricula Field Team analyzing the implementation of the learning outcomes as well as reviewing and modifying study programs.

The final result of studies is a synthetic measure of the student's achievement of the intended learning outcomes for the field of study. To assess the degree of achievement of the intended learning outcomes within the particular elements of the study program (courses and their forms, student internships, diploma thesis, diploma exam), the grading scale from the Study Regulations at Jan Kochanowski University in Kielce applies. The detailed description of the evaluation methods and verification of the intended learning outcomes for the course (and, as a result, the extent of student achievement of the learning outcomes), along with a description of the tools to assess the student's achievement of learning outcomes, and information about the assessment criteria (pass threshold, applied grading scale required for the student to complete the tasks) is included in the course description cards for the field of Administration.