

1.	Field of study	Administration	
2.	Faculty	Faculty of Law and Administration	
3.	Academic year of entry	2024/2025 (winter term)	
4.	Level of qualifications/degree	first-cycle studies	
5.	Degree profile	general academic	
6.	Mode of study	full-time	
7.	General information about the module		
Module name		Public finance and financial law	
Module code		fppf_a1_05	
Number of the ECTS credits		3	
Language of instruction		Polish	
Purpose and description of the content of education		The subject is intended to expand and organize the student's knowledge of how to apply the norms of financial law when performing the tasks facing the administration. In particular, it is to familiarize the student with the basic legal regulations on the implementation of public finances, including public revenues and income, as well as the principles of operation of financial institutions, including, among others, banks, credit institutions, and Regional Chambers of Accounts. The student acquires theoretical knowledge of basic financial instruments used by the state, local government and entities participating in economic transactions. The subject is tailored to the needs of the student of administration.	
List of modules that must be completed before starting this module (if necessary)		not applicable	
8.	Learning outcomes of the module		
Code	Description	Learning outcomes of the programme	Level of competenc (scale 1-5)
K01	participates consciously in public life at the national and local level in the field of public finance	K_K02 K_K04	4 4
K02	is ready to independently conduct cases in the field of public finance and financial law, cooperate with other administrative bodies in this area, observing the principles of professional ethics	K_K01 K_K02 K_K05	4 3 2
U01	indicates the basic legal and financial instruments that can be used by institutions performing tasks with public and private funds, and assess the legality of activities in this regard	K_U08	5
U02	is able to make a decision at the various stages of the financial proceedings, as well as to assess the correctness of the decisions made	K_U02 K_U08	4 4
W01	knows and understands the basic legal concepts of financial law and the structure, hierarchy and sources of financial law	K_W02 K_W09	4 3
W02	has knowledge of the implementation of public finances in Poland and the European Union, as well as the principles of municipal property management	K_W09	5

9. Methods of conducting classes		
Code	Category	Name (description)
a01	Lecture methods / expository methods	Formal lecture/ course-related lecture <i>a systematic course of study involving a synthetic presentation of an academic discipline; its implementation assumes a passive reception of the information provided</i>
a03	Lecture methods / expository methods	Description <i>a description of objects, phenomena, processes or people; it involves specifying the structure and characteristic features of the object, phenomenon, or process being described; it is usually accompanied by a demonstration of the described object or by its models, drawings, tables, charts, etc.; a description may take the form of an explanation, classification, justification or comparison</i>
a04	Lecture methods / expository methods	Lecture-speech <i>a lecture variant; an oral presentation of lecture content which has been prepared in writing; a lecture-speech can be delivered by the person teaching the course or an invited guest</i>
a05	Lecture methods / expository methods	Explanation/clarification <i>explication involving the derivation of a predetermined theorem from other, already known ones, in the number of steps specified by the person teaching the course</i>
b03	Problem-solving methods	Activating method – educational games <i>learning content in the guise of a rule- and/or principle-based game; conducted in a deliberately arranged situation based on the description of relevant facts and processes; learners compete with one another within the framework of rules laid down by the academic teacher; varieties include simulation games – involving a simulation of real situations; decision games – based on the decision-making process and the recognition of the consequences of the decisions made (e.g., a decision tree); psychological games – increasing the emotional-volitional component of the participants' attitudes</i>
b04	Problem-solving methods	Activating method – discussion / debate <i>an exchange of views supported by substantive arguments leading to a clash of different views, a compromise or the identification of common positions; it proceeds according to previously agreed-upon rules regarding the time, manner and turn-taking as well as the principles of civil discourse; a discussion is not a competition but aims at finding the best solutions or presenting different points of view; its varieties include brainstorming, Oxford-style debate, panel discussion, decision tree, conference discussion; a debate is an orderly dispute between supporters and opponents of a viewpoint, usually specialists in the field or pre-selected representatives of a group dealing with a common problem</i>
b07	Problem-solving methods	Activating methods: a case study <i>a comprehensive description of a phenomenon connected with the selected discipline; reflecting the reality, presenting the 'what', 'where' and 'how' of the phenomenon, i.e., all of its key aspects to be discussed in class; used as a reproduction, presentation, discussion or diagnosis of factors that shape the phenomenon or interact with it; an in-depth qualitative analysis and evaluation of a selected phenomenon</i>
b08	Problem-solving methods	Activating method – peer learning <i>learning through the exchange of knowledge in a group/team/pair of students, i.e., in the so-called learning cell; a kind of mutual learning; an approach focused on student activity under the guidance of the person teaching the course; a learning situation where students with a similar level of experience learn from one another</i>
b09	Problem-solving methods	Activating method – flipped classroom <i>anticipatory learning; work in class is based on previously studied material indicated by the person teaching the course; preparation outside the classroom serves the purpose of getting familiar with the issues whose knowledge is necessary for participating in the in-class discussion and the training in the related practical skills; the activity is based on the work of students under the guidance of the person teaching the course</i>
b10	Problem-solving methods	SWOT analysis

		<p><i>a method of analyzing a phenomenon/action/work of an institution, employed to organize information and solve problems; applied in strategic planning, project implementation or solving a business or organizational problem; a universal tool to be used in the initial stage of a strategic analysis which involves sorting information about a problem into four categories: strengths and weaknesses, opportunities and threats; SWOT analysis makes it possible to determine the factors in favour of a project and its chances for success, as well as eliminating or reducing negative factors and threats to the project at the stage of early diagnosis</i></p>
c07	Demonstration methods	<p>Screen presentation <i>a presentation of synthetic image content using computer graphics, e.g., a series of slides or other multimedia forms, usually accompanied by a commentary; typical components of a screen presentation include text organized into bulleted points, charts, images and animations, sometimes sound effects or music; a multimedia illustration of course content presented in the form of a projected image</i></p>
e02	Practical methods	<p>Production exercise – workshop <i>an activity involving the creation of an object/product according to the rules/principles/description provided by the academic teacher acting as the workshop master</i></p>
e04	Practical methods	<p>Project scheduling <i>proceeding according to the steps proposed within a specific methodology for the completion of a task; e.g., identifying project objectives, determining the result, identifying strengths, limitations, opportunities and threats (SWOT), establishing a schedule of activities, assessing resources, establishing an implementation plan; the initial diagnosis; the reassessment of assumptions; the process of preparing the practical implementation of a project</i></p>
e07	Practical methods	<p>Simulation <i>an indirect method; imitating reality in order to gain experience approximating a real one; recreating a real-world situation so that its participant can acquire an experience close to the authentic one; work on "replacement" material</i></p>
f02	Methods of self-learning	<p>Individual work with a text <i>searching for and acquiring new information using textbooks and other written sources (including their digital versions); searching for texts, selecting fragments for analysis/interpretation, using other texts to solve a problem related to the studied issue</i></p>

10. Forms of teaching

Code	Name	Number of hours	Assessment of the learning outcomes of the module	Learning outcomes of the module	Methods of conducting classes
01	lecture	30	exam	K01, U02, W01, W02	a01
02	practical classes	30	course work	K01, K02, U01, U02, W01	a03, a04, a05, b03, b04, b07, b08, b09, b10, c07, e02, e04, e07, f02

11. The student's work, apart from participation in classes, includes in particular:

Code	Category	Name (description)	Is it part of the BUNA?
a01	Preparation for classes	<p>Search for materials and review activities necessary for class participation <i>reviewing literature, documentation, tools and materials as well as the specifics of the syllabus and the range of activities indicated in it as required for full participation in classes</i></p>	No
a02	Preparation for classes	<p>Literature reading / analysis of source materials <i>reading the literature indicated in the syllabus; reviewing, organizing, analyzing and selecting source materials to be used in class</i></p>	No
b01	Consulting the curriculum and the organization	Getting acquainted with the syllabus content	No

	of classes	<i>reading through the syllabus and getting acquainted with its content</i>	
b02	Consulting the curriculum and the organization of classes	<i>Verification / adjustment / discussion of syllabus provisions consulting the content of the syllabus, possibly in the presence of the year tutor or members of the class group, and, if necessary, reassessing the provisions concerning special conditions for class participation, e.g., space and time requirements, technical and other requirements, including conditions for participation in classes outside the walls of the university, classes organized in blocks, organized online, etc.</i>	No
c02	Preparation for verification of learning outcomes	<i>Studying the literature used in and the materials produced in class exploring the studied content, inquiring, considering, assimilating, interpreting it, or organizing knowledge obtained from the literature, documentation, instructions, scenarios, etc., used in class as well as from the notes or other materials/artifacts made in class</i>	No
c03	Preparation for verification of learning outcomes	<i>Implementation of an individual or group assignment necessary for course/phase/examination completion a set of activities aimed at performing an assigned task, to be executed out of class, as an obligatory phase/element of the verification of the learning outcomes assigned to the course</i>	No
d01	Consulting the results of the verification of learning outcomes	<i>Analysis of the corrective feedback provided by the academic teacher on the results of the verification of learning outcomes reading through the academic teacher's comments, assessments and opinions on the implementation of the task aimed at checking the level of the achieved learning outcomes</i>	No
d02	Consulting the results of the verification of learning outcomes	<i>Development of a corrective action plan as well as supplementary/corrective tasks reviewing and selecting tasks and activities enabling the elimination of errors indicated by the academic teacher, their verification or correction resulting in completing the task with at least the minimum passing grade</i>	No
e01	Activities complementary to the classes	<i>Undertaking, on one's own initiative and individually, activities aimed at expanding the scope or depth of the teaching content, also beyond the walls of the University a set of activities undertaken independently and on the student's own initiative, aimed at expanding the depth and scope of knowledge and skills, their revision and repetition, retention or verification, also activities carried outside the university, e.g., in a culture promoting or educational institution, a laboratory, in the open air, etc.; also self-education</i>	No

Information on the details of the module implementation in a given academic year can be found in the syllabus available in the USOS system: <https://usosweb.us.edu.pl>.