

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		Seminar - part I	
Module code		sem_a1_04	
Number of the ECTS credits		3	
Language of instruction			
Purpose and description of the content of education		The seminar is designed to prepare Students to independently prepare a thesis in a selected area of administrative law. During the seminar, the Student learns to identify, analyze and solve scientific problems using available literature and case law and applying various research methods. At the same time, the Student learns how to find the right literature, how to use it and how to document this fact in the thesis itself.	
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	is ready to critically evaluate his knowledge and fulfill his professional roles responsibly, including for the benefit of the social environment	K_K02 K_K03 K_K05	2 3 3
U01	is able to prepare, with the support of the Promoter, a thesis that is an analysis of a selected problem in the field of broadly understood administrative and clerical law or on the borderline of these fields, based on the accumulated literature and case law	K_U01 K_U10	3 3
U02	is able to formulate his position and justify it	K_U02 K_U03 K_U07	2 3 3
W01	has knowledge in the selected field of law or auxiliary sciences in administration	K_W01 K_W16	3 3
W02	is aware of the principles of ethics in the area of thesis writing	K_W13 K_W16	3 3

9. Methods of conducting classes					
Code	Category	Name (description)			
b05	Problem-solving methods	Activating method – seminar / proseminar <i>a seminar method; usually an oral presentation of a previously studied/diagnosed problem delivered on a forum; it aims at provoking a discussion concerning the results of research work; a type of conference, course or training session modelled on seminar classes</i>			

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
03	seminar	30	course work	K01, U01, U02, W01, W02	b05

11. The student's work, apart from participation in classes, includes in particular:				
Code	Category	Name (description)		
a01	Preparation for classes	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>		
a02	Preparation for classes	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>		
a03	Preparation for classes	Developing practical skills <i>activities involving the repetition, refinement and consolidation of practical skills, including those developed during previous classes or new skills necessary for the implementation of subsequent elements of the curriculum (as preparation for class participation)</i>		
a04	Preparation for classes	Consulting materials complementary to those indicated in the syllabus <i>agreeing on materials complementary to those indicated in the syllabus, supporting the implementation of tasks resulting from or necessary for class participation</i>		
a05	Preparation for classes	Production/preparation of tools, materials or documentation necessary for class participation <i>developing, preparing and assessing the usefulness of tools and materials (e.g. aids, scenarios, research tools, equipment, etc.) to be employed in class or as an aid when preparing for classes</i>		
b01	Consulting the curriculum and the organization of classes	Getting acquainted with the syllabus content <i>reading through the syllabus and getting acquainted with its content</i>		
b02	Consulting the curriculum and the organization of classes	Verification / adjustment / discussion of syllabus provisions <i>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>		
b03	Consulting the curriculum and the organization of classes	Consulting the schedule <i>getting acquainted with the class schedule, possibly in the presence of the year tutor, in order to optimize participation in classes, including those supplementary to the core subjects listed in the pursued study programme</i>		
c01	Preparation for verification of learning outcomes	Determining the stages of task implementation contributing to the verification of learning		

		<p>outcomes <i>devising a task implementation strategy embracing the division of content, the range of activities, implementation time and/or the method(s) of obtaining the necessary materials and tools, etc.</i></p>	
c02	Preparation for verification of learning outcomes	<p>Studying the literature used in and the materials produced in class <i>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></p>	No
c03	Preparation for verification of learning outcomes	<p>Implementation of an individual or group assignment necessary for course/phase/examination completion <i>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></p>	No
d01	Consulting the results of the verification of learning outcomes	<p>Analysis of the corrective feedback provided by the academic teacher on the results of the verification of learning outcomes <i>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></p>	No
d02	Consulting the results of the verification of learning outcomes	<p>Development of a corrective action plan as well as supplementary/corrective tasks <i>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></p>	No
e02	Activities complementary to the classes	<p>Publication of a work/presentation of an activity, also beyond the walls of the University <i>a set of activities carried out to disseminate (out of class) the effects of scholarly research, artistic, creative, project, construction, experimental work, etc., in the form of a classic presentation, exhibition, concert, projection, poster presentation, media mediated publication, in the digital form and as part of other activities; dissemination using various forms and tools</i></p>	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>.