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|----|--------------------------------|-----------------------------------|
| 1. | <b>Field of study</b>          | <b>Administration</b>             |
| 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                         |

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|---|---|---|
| 7.  | <b>General information about the module</b> |   |
| <b>Module name</b>  |   | <b>Seminar - part III</b>   |
| Module code   |   | sem_a1_06   |
| Number of the ECTS credits  |   | 7   |
| 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.   | <b>Learning outcomes of the module</b>   |                                    |                                |  |
|------|--|------------------------------------|--------------------------------|--|
| 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<br>K_K03<br>K_K05            | 4<br>5<br>5                    |  |
| 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<br>K_U10                     | 4<br>5                         |  |
| U02  | is able to formulate his position and justify it   | K_U02<br>K_U03<br>K_U07            | 4<br>4<br>5                    |  |
| W01  | has knowledge in the selected field of law or auxiliary sciences in administration   | K_W01<br>K_W16                     | 5<br>5                         |  |
| W02  | is aware of the principles of ethics in the area of thesis writing   | K_W13<br>K_W16                     | 5<br>5                         |  |

| 9. Methods of conducting classes |                         |   |
|----------------------------------|-------------------------|---|
| Code                             | Category                | Name (description)  |
| b05                              | Problem-solving methods | Activating method – seminar / proseminar<br><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)   | Is it part of the BUNA? |
| a01  | Preparation for classes                                   | Search for materials and review activities necessary for class participation<br><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>   | No                      |
| a02  | Preparation for classes                                   | Literature reading / analysis of source materials<br><i>reading the literature indicated in the syllabus; reviewing, organizing, analyzing and selecting source materials to be used in class</i>  | No                      |
| a03  | Preparation for classes                                   | Developing practical skills<br><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>  | No                      |
| a04  | Preparation for classes                                   | Consulting materials complementary to those indicated in the syllabus<br><i>agreeing on materials complementary to those indicated in the syllabus, supporting the implementation of tasks resulting from or necessary for class participation</i>   | No                      |
| a05  | Preparation for classes                                   | Production/preparation of tools, materials or documentation necessary for class participation<br><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>  | No                      |
| b01  | Consulting the curriculum and the organization of classes | Getting acquainted with the syllabus content<br><i>reading through the syllabus and getting acquainted with its content</i>  | No                      |
| b02  | Consulting the curriculum and the organization of classes | Verification / adjustment / discussion of syllabus provisions<br><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> | No                      |
| b03  | Consulting the curriculum and the organization of classes | Consulting the schedule<br><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>  | No                      |
| c01  | Preparation for verification of learning outcomes         | Determining the stages of task implementation contributing to the verification of learning   | No                      |

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|     |   | outcomes<br><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>  |    |
| c02 | Preparation for verification of learning outcomes               | Studying the literature used in and the materials produced in class<br><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>  | No |
| c03 | Preparation for verification of learning outcomes               | Implementation of an individual or group assignment necessary for course/phase/<br>examination completion<br><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>   | No |
| d01 | Consulting the results of the verification of learning outcomes | Analysis of the corrective feedback provided by the academic teacher on the results of the verification of learning outcomes<br><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>  | No |
| d02 | Consulting the results of the verification of learning outcomes | Development of a corrective action plan as well as supplementary/corrective tasks<br><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>  | No |
| e02 | Activities complementary to the classes                         | Publication of a work/presentation of an activity, also beyond the walls of the University<br><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> | 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>.