

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	second-cycle studies
5.	Degree profile	general academic
6.	Mode of study	full-time

7.	<b>General information about the module</b>	
<b>Module name</b>		<b>Systemic models of public administration in European countries</b>
Module code		muappe_a2_01
Number of the ECTS credits		5
Language of instruction		Polish
Purpose and description of the content of education		The module serves to present systemic models, in particular administrative models, found in democratic countries as desirable models. Students will acquire the ability to analyse administrative and systemic models and to recognise basic legal institutions in the field of administration and system and their interactions. The student acquires the ability to use normative acts, make a basic analysis of legal solutions related to the organisation and scope of activity of public administration institutions, as well as synthetically present arguments that concern mutual relations of public administration institutions. Moreover, the student acquires the ability to present knowledge concerning public administration models and to indicate their significance in solving cognitive problems in this field.
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 evaluate the activities of public administration as a person employed in a public administration body, including in a managerial position	K_K01		3
		K_K04		3
U01	can distinguish models and functions of administration as well as forecast and model complex social processes related to administration	K_U01		3
		K_U04		3
W01	knows the administrative system models, both in Poland and in European countries	K_W01		3
W02	has knowledge of public administration bodies and other social structures and institutions	K_W05		4
W03	knows and understands the relationships between public administration bodies and the relationships between them and social individuals and institutions	K_W04		3
		K_W15		3

9.	<b>Methods of conducting classes</b>		
Code	Category	Name (description)	
a01	Lecture methods / expository methods	Formal lecture/ course-related lecture	

		a systematic course of study involving a synthetic presentation of an academic discipline; its implementation assumes a passive reception of the information provided
a05	Lecture methods / expository methods	Explanation/clarification 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
b07	Problem-solving methods	Activating methods: a case study 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
b08	Problem-solving methods	Activating method – peer learning 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
b09	Problem-solving methods	Activating method – flipped classroom 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
c07	Demonstration methods	Screen presentation 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
d02	Programmed learning methods	Working with a programmed textbook working with a textbook containing instructional material covering part of or the entire curriculum of the module as well as a formula for studying the content; includes working with a subject textbook, an atlas, a catalogue, a problem book, etc.
f02	Methods of self-learning	Individual work with a text 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

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	course work	U01, W01, W02	a01
02	practical classes	15	course work	K01, U01, W01, W03	a05, b07, b08, b09, c07, d02, 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	Search for materials and review activities necessary for class participation 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	No
a02	Preparation for classes	Literature reading / analysis of source materials	No

		<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>	No
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>	No
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>	No
c02	Preparation for verification of learning outcomes	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>	No
c03	Preparation for verification of learning outcomes	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>	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>.