University of Silesia in Katowice

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	part-time

7.	General information about the module	
Module name	Administrative law - part I	
Module code	pa_a1_02	
Number of the ECTS credits	4	
Language of instruction	Polish	
Purpose and description of the content of education	The purpose of the course is for students to acquire knowledge, skills and competencies in the field of basic institutions of administrative law and selected issues of administrative law regulated by special laws, e.g., the right of association, access to public information. The student is acquainted with the legal basis for the functioning of public administration, its organization and functioning at all levels of the territorial division of the state, with the forms of action in which administrative bodies perform their tasks and competencies, as well as with the system of control over the functioning of public 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	is ready to correctly identify and resolve, in accordance with the principles of law and ethics, dilemmas related to the practice of the profession	K_K01 K_K03	2 2
U01	recognizes the powers of government and local government bodies and the principles of their responsibility	K_U04	3
W01	knows the basic concepts of public administration and administrative law	K_W02	3
W02	knows the origins and evolution of administrative law	K_W04	3
W03	knows legal regulations and basic institutions and structures of modern administration both governmental and self-governmental, as well as the principles of their operation in Poland	K_W05	3
W04	has knowledge, to the extent necessary for an administrativeist, of the rationing of the freedom of the individual his status and the actions of public administration bodies in states of emergency	K_W01 K_W07	2 3

9.	Methods of conducting classes	
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
a04	Lecture methods / expository methods	Lecture-speech *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*
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*
b03	Problem-solving methods	Activating method – educational games *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*
b04	Problem-solving methods	Activating method – discussion / debate *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*
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.*
f01	Methods of self-learning	Self-education *a method which involves independent acquisition of knowledge, skills and social competences, extending their scope and quality; complementary to the learning process taking place in class; taking on the task of developing and adjusting qualifications on one's own; self-study*

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	20	course work	K01, W01, W02, W03	a01
02	practical classes	14	course work	K01, U01, W03, W04	a04, a05, b03, b04, b08, b09, c07, d02, f01

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 *reading the literature indicated in the syllabus; reviewing, organizing, analyzing and selecting source materials to be used in class*	No
a03	Preparation for classes	Developing practical skills *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)*	No
a04	Preparation for classes	Consulting materials complementary to those indicated in the syllabus *agreeing on materials complementary to those indicated in the syllabus, supporting the implementation of tasks resulting from or necessary for class participation*	No
a05	Preparation for classes	Production/preparation of tools, materials or documentation necessary for class participation *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*	No
b01	Consulting the curriculum and the organization of classes	Getting acquainted with the syllabus content *reading through the syllabus and getting acquainted with its content*	No
b02	Consulting the curriculum and the organization of classes	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.*	No
b03	Consulting the curriculum and the organization of classes	Consulting the schedule *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*	No
c02	Preparation for verification of learning outcomes	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*	No
c03	Preparation for verification of learning outcomes	Implementation of an individual or group assignment necessary for course/phase/examination completion	No

			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	
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 *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*	No
e01	Activities complementary to the classes		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*	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.