

<b>1.</b>	<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	part-time

<b>7.</b>	<b>General information about the module</b>	
<b>Module name</b>	<b>Elements of civil law</b>	
Module code	epc_a2_01	
Number of the ECTS credits	4	
Language of instruction	Polish	
Purpose and description of the content of education	The aim of the module is to deepen the student's basic legal knowledge in the field of civil law, with particular emphasis on legal transactions performed with the participation of public administration bodies. After completing the course, the student should have in-depth knowledge of legal acts in the field of civil law. The student should learn and understand the institutions of civil law to a level in-depth to the knowledge acquired during first-cycle studies. He should also be able to independently, comprehensively analyze legal provisions in the discussed area and be able to apply them in practice. The aim is to teach the student the ability to openly assess facts important from the point of view of civil law in relation to situations encountered in official work. The module is tailored to the needs of an administration student.	
List of modules that must be completed before starting this module (if necessary)	not applicable	

<b>8.</b>	<b>Learning outcomes of the module</b>			
<b>Code</b>	<b>Description</b>	<b>Learning outcomes of the programme</b>	<b>Level of competenc (scale 1-5)</b>	
K01	is ready to critically evaluate the acquired knowledge in the field of legal sciences, as well as political and administrative sciences	K_K02 K_K05	4 4	
U01	has the ability to transfer and deepen knowledge, keep abreast of changes in the law and solve problems related to the functioning of the administration	K_U02	4	
U02	is able to identify, analyze and interpret legal provisions, in particular those relating to civil law	K_U01 K_U02	3 2	
W01	knows and understands civil law institutions to an advanced degree	K_W11	5	
W02	has advanced knowledge of selected scientific theories and methods, is familiar with issues specific to civil law and understands its relationship to the leading discipline of the field of study	K_W01 K_W07	4 4	

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>
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>
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>
c07	Demonstration methods	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>
d02	Programmed learning methods	Working with a programmed textbook <i>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.</i>
f02	Methods of self-learning	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>

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	exam	K01, U01, U02, W01, W02	a01
02	practical classes	10	course work	K01, U01, U02, W01, W02	a05, 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 <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 <i>reading the literature indicated in the syllabus; reviewing, organizing, analyzing and selecting source</i>	No

		<i>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
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>	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
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>	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>.