

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	part-time

7.	<b>General information about the module</b>	
<b>Module name</b>		<b>Seminar - part II</b>
Module code		sem_a2_03
Number of the ECTS credits		5
Language of instruction		
Purpose and description of the content of education		The seminar is designed to prepare Students to independently prepare a Master's thesis in a selected area of administrative law.
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 participate in social projects related to the activities of the administration, to think entrepreneurially and to perform the assigned tasks in positions in public administration	K_K01 K_K05	3 3	
U01	is able to prepare, with the support of the Promoter, a master's thesis which is an analysis of a selected problem in the field of widely understood administrative and clerical law or located on the borderline of these fields, based on the accumulated literature and case law	K_U01 K_U05	3 3	
U02	is able to formulate his position and justify it, including orally and in debate	K_U02 K_U10	3 4	
W01	knows and understands the principles of interpretation to the extent necessary for independent analysis of the legislation for the thesis	K_W03	4	
W02	has detailed knowledge in a selected field of law or auxiliary sciences in administration	K_W01 K_W16	3 3	

9.	<b>Methods of conducting classes</b>		
Code	Category	Name (description)	
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</i>	

		<i>specified by the person teaching the course</i>
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>
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>

<b>10. Forms of teaching</b>					
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	a05, b05, c07

<b>11. The student's work, apart from participation in classes, includes in particular:</b>			
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 materials to be used in class</i>	No
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
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
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
b03	Consulting the curriculum and the organization	Consulting the schedule	No

	of classes	<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>	
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
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 <i>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</i>	No
e02	Activities complementary to the classes	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>	No
e03	Activities complementary to the classes	Participation in non-obligatory teaching, research or organizational grants intensifying the achievement of the assumed learning outcomes <i>research, artistic, social and other activities not indicated in the curriculum, undertaken on the student's own initiative as a way of supplementing, enriching or extending the content and activities indicated in the module curriculum, intensifying the achievement of learning outcomes</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>.