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| 1. | Field of study | Administration |
| 2. | Faculty | Faculty of Law and Administration |
| 3. | Academic year of entry | 2024/2025 (winter term), 2025/2026 (winter term) |
| 4. | Level of qualifications/degree | second-cycle studies |
| 5. | Degree profile | general academic |
| 6. | Mode of study | part-time |

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| 7. General information about the module | |
| Module name | Administrative legislation |
| Module code | la_a2_04 |
| Number of the ECTS credits | 3 |
| Language of instruction | Polish |
| Purpose and description of the content of education | The classes provide students with knowledge about the forms and principles of creating law by public administration bodies. The constitutional foundations of administrative legislation and the catalog of normative acts created by the administration are discussed. The principles of drafting acts of administrative legislation are presented, in accordance with the guidelines provided for in the regulation of the Prime Minister of June 20, 2002 on "Principles of legislative technique" and the views of representatives of legislative theory. Students become familiar with the formal requirements for administrative legislation, including the correct formulation of the titles of these acts, indicating the legal basis, amending them and publishing them in appropriate publications. In addition, the basic means of legislative technique are discussed, including the formulation of provisions on entry into force, transitional provisions and legal definitions. |
| List of modules that must be completed before starting this module (if necessary) | not applicable |

| 8. Learning outcomes of the module | | | |
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| Code | Description | Learning outcomes of the programme | Level of competenc (scale 1-5) |
| K01 | is ready to creatively prepare the content of an administrative act, including seeking expert opinions | K_K02 | 5 |
| U01 | is able to assess the need to draft or modify an existing administrative act | K_U01 | 4 |
| U02 | is able to analyze the provisions shaping administrative legislation, as well as participate in the work of a team developing the content of a legal act | K_U04 | 4 |
| W01 | knows and understands legislative techniques, as well as instruments used in creating law | K_W02 K_W03 K_W10 | 4 5 3 |
| W02 | knows and understands regulations enabling the creation and modification of legal provisions | K_W04 K_W06 | 3 3 |

| 9. Methods of conducting classes | | |
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| Code | Category | Name (description) |
| a05 | Lecture methods / expository methods | <p>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></p> |
| b04 | Problem-solving methods | <p>Activating method – discussion / debate <i>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</i></p> |
| b05 | Problem-solving methods | <p>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></p> |
| b07 | Problem-solving methods | <p>Activating methods: a case study <i>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</i></p> |
| b09 | Problem-solving methods | <p>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></p> |
| c06 | Demonstration methods | <p>Demonstration-imitation <i>a presentation of a model way of performing specific activities accompanied by a commentary; it aims at triggering imitation activities in an individual or in a group of participants observing the activities of the person teaching the course until the right habit is formed through regular exercise; the demonstration-imitation method is combined with a physical practice of activities/behaviours</i></p> |
| d02 | Programmed learning methods | <p>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></p> |
| e07 | Practical methods | <p>Simulation <i>an indirect method; imitating reality in order to gain experience approximating a real one; recreating a real-world situation so that its participant can acquire an experience close to the authentic one; work on "replacement" material</i></p> |
| f02 | Methods of self-learning | <p>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></p> |

| 10. Forms of teaching | | | | | |
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| Code | Name | Number of hours | Assessment of the learning outcomes of the module | Learning outcomes of the module | Methods of conducting classes |
| 02 | practical classes | 14 | course work | K01, U01, U02, W01, W02 | a05, b04, b05, b07, b09, c06, d02, e07, 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 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 |
| 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 of classes | Consulting the schedule <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 |
| 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 <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 |
| 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 |



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>.