

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), 2025/2026 (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>Proceedings in petty offense cases</b>
Module code		psw_o2_03
Number of the ECTS credits		4
Language of instruction		Polish
Purpose and description of the content of education		The purpose of the course is to familiarize students with the total of regulations describing the behavior of state authorities and other participants aimed at detecting and determining the offense and its perpetrator, and to impose punishment or other measures, or - in the event of a finding of no offense, perpetration or the existence of circumstances excluding responsibility - to acquit. Upon completion of the course, students should have a general knowledge of the modes of punishment for an offense - including proceedings of a special nature, i.e. warrant proceedings, expedited proceedings and mandate proceedings. Students should also be familiar with the norms defining any limitations on the introduction into the process, the conduct and use of evidence. The series of classes should provide students with the knowledge to determine the relationship between criminal and misdemeanor liability proceedings, especially in the situation of the so-called real coincidence of crime and misdemeanor.
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 perform procedural actions in misdemeanor proceedings and proposes concrete solutions to problems	K_K03	3	
U01	is able to compile knowledge of procedural misdemeanor law and constitutional law and civil law as used in the misdemeanor procedure (i.e., on issues of coercive measures and the accrual of civil claims for wrongful conviction and detention).	K_U08	4	
U02	interprets legal regulations in the area of misdemeanor procedure from the perspective of seeking solutions to specific cases	K_U01	2	
U03	is able to cite in written and oral form arguments for the views he formulates based on the body of jurisprudence and doctrine of criminal procedural law	K_U05 K_U07 K_U10	3 3 3	
W01	has knowledge of the ordinary and special modes of misdemeanor liability proceedings	K_W11	2	
W02	knows the rules that determine the course of proceedings in misdemeanor cases and determine the functioning of	K_W03	3	

	procedural bodies and other participants	K_W13	1
W03	is familiar with the rules governing the introduction into the proceedings, the conduct and use of evidence to reconstruct the event in connection with which the misdemeanor proceedings are being conducted	K_W11	3

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>
b04	Problem-solving methods	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>
b07	Problem-solving methods	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>
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>
d03	Programmed learning methods	Working with another teaching tool <i>e.g. using websites in any way or according to the rules set by the teacher; or making use of other subject-specific tools</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	16	exam	W01, W02, W03	a01
02	practical classes	10	course work	K01, U01, U02, U03, W01	a05, b04, b07, c07, d03

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
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
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>.