

INSTITUTE OF BUSINESS ADMINISTRATION
DEGREE PROGRAMME
FIELD OF STUDY: ADMINISTRATION
FIRST CYCLE- STUDIES

UNIVERSITY-WIDE COURSES	FORM	ECTS	Full-time studies																								Total		
			I YEAR								II YEAR								III YEAR										
			I sem.				II sem.				III sem.				IV sem.				V sem.				VI sem.						
			Lec.	Exer.	Lab	ECTS	Lec.	Exer.	Lab	ECTS	Lec.	Exer.	Lab	ECTS	Lec.	Exer.	Lab	ECTS	Lec.	Exer.	Lab	ECTS	Lec.	Exer.	Lab	ECTS			
1 University-wide*	P	2					30				2															30			
2 University-wide*	E	2																								30			
3 English	P/E	9			30	2			30	2				30	2				30	3								120	
4 Computer Science	P	2,5			30	2,5																				30			
5 Physical Education	P	1			30	1																				30			
Total		16,5	0	30	60	5,5	30	0	30	4	0	0	30	2	0	0	30	3	30	0	0	2	0	0	0	0	240		
GENERAL COURSES																													
1 Jurisprudence Basics	E	4	20	22		4																					42		
2 History and Science of Administration	E	2,5	30			2,5																					30		
3 Constitutional System of State Bodies	E	7,5	30			2	30	30		5,5																	90		
4 Institutions and Sources of the European Union Law	E	4					30	18		4																	48		
5 Administrative Law	E	6											30	40		6											70		
6 Administrative Proceedings	E	6													30	40		6									70		
7 Basics of the Organization and Management in Public Administration	E	3,5					30	14		3,5																44			
8 Public Sector Economy	E	5,5	30	30		5,5																				60			
9 Public Economic Law	E	5,5					30	30		5,5																	60		
10 Sociology and Sociological Research Methods	E	2,5					30			2,5																30			
11 Office Ethics	E	2																								30			
12 Environmental Protection Organization	E	1,5																								16			
13 Intellectual Property Protection	P	1,5	16			1,5																				16			
14 Career management/ Human Resources Management*	P	2,5																								30			
Total		54,5	126	52	0	15,5	150	92	0	21	30	40	0	6	30	40	0	6	46	30	0	6	0	0	0	0	636		
SPECIFIC COURSES																													
1 Contractual Civil Law in Administration	E	5,5											30	30		5,5											60		
2 The labour Law and the Clerical Law	E	7																						30	44	7	74		
3 Public Finance and Financial Law	E	5,5											30	30		5,5											60		
4 Public Procurement Law	E	6																					30	30		60			
5 Administrative Legislation- Local Law	E	5					16	30		5																	46		
6 Local Government System	E	5	16	30		5																				46			
7 Public Management	E	5											30	20		5											50		
8 Regional Policy of European Union	E	4	20	22		4																				42			
Total		43	36	52	0	9	16	30	0	5	90	80	0	16	0	0	0	0	30	30	0	6	30	44	0	7	438		
SPECIALTY COURSES																													
SPECIALTY: LOCAL GOVERNMENT ADMINISTRATION																													
1 Finances of The Local Self- Government	E	5																						14	30	5	44		
2 Organizing municipal/Budgetary basis of accounting*	P	3																							30		30		
3 Administrative Supervision of the Local Government	E	2,5																							30		2,5	30	
4 Economic Policy	E	2,5																							30		2,5	30	
5 Local and Regional Development Management/ Territorial Marketing	P	3											30			3												30	
6 Project Management / Personnel Management in Administration*	P	3											30			3												30	
7 Local Government Fiscal Law/ Construction Law*	P	3																							30		3	30	
8 Enforcement proceedings in administration/Spatial planning*	P	3																							30		3	30	
9 Institution councilor in local government	P	3																								30		3	30
10 Ochrona konkurencji i konsumentów w jednostkach samorządu terytorialnego	P	3																								30		3	30
Total		31	0	0	0	0	0	0	0	0	0	60	0	6	0	0	0	0	14	120	0	14	60	60	0	11	314		
PLACEMENT																													
1 Placement (12 weeks - 5 days for 6 hours)	P	20																										360	
Total		20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	360	20	0	0	0	0	0	0	360		
DIPLOMA SEMINAR AND THESIS																													
1 Diploma Seminar	P	5																										76	
2 Thesis		10																										0	
Total		15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16	1	0	0	30	2	0	30	12	76	

* elective (course)