



Field of Study: Administration

Offered courses for the academic year 2021/2022 with descriptions:

1. European Law

The main aim of the lecture is to familiarize students with the knowledge of the basic concepts and institutions of European Union law, the ability to associate and co-apply EU and national regulations.

It is also to make them understand in practice the essence of EU law in the context of national law.

Topics: History of European Integration, Sources of EU law. EU Institutions, Rules of EU law

2. Law and regional policy of EU

The main aim of the lecture is to introduce students to the essence and basic principles and mechanisms of regional policy. They will achieve the knowledge of regional policy instruments and also information on where to get up-to-date information on regional policy instruments.

Topics: History of the EU regional policy, region as an administrative, political, sociological, cultural category: European context, Rules and aims of the regional policy, Rules of Evaluation in the regional policy, Management and control system for EU funds.

3. Project Cycle Management

The main aim of the course is to familiarize students with project management procedures, as well as to acquire the ability to analyze and design project management processes in local government

Topics:

- Introduction to project management; Basic concepts; Project features; What does project management involve?
- Project life cycle; Presentation of project life phases; Understanding of the characteristics of each phase
- Identification and planning of the project
- Project budgeting



- Project team
- Reporting
- Evaluation

4. Ethics in public administration

The lecture's aim is to provide the Students with a set of common values and standards of compliance when performing official duties. In addition, the Students learn about the general issues of ethics, legal regulations in the field of public service ethics in Poland: the Constitution of the Republic of Poland, the Code of Ethics for Civil Servants. They will also acquire the knowledge of legal regulations aimed at preventing unethical behavior of employees. During the lectures, various aspects will be discussed, such as the principles and values (rule of law, impartiality, apolitically, professionalism, conflict of interest prevention, transparency, and protection of the official's professional secrecy). In addition, social expectations of the official's attitude (diligence, reliability, responsibility, kindness) will be presented as well.⁶ Services, inspections and guards

The types of services, inspections, and guards in the departmental and territorial system will be discussed during the lectures. The Students will learn tasks, structure and organization of: the Police, the State Fire Service, the City Guard, the Prison Service, the Border Guard, the National Pharmaceutical Inspectorate, the State Trade Inspection, the State Sanitary Inspection, the State Veterinary Inspection and the State Environmental Protection Inspectorate.

5. Communication in Administration

Comprehensive and adequate communication depending on a situation is one of the key soft skills both at work and in private life. Since nowadays employers pay increasingly more attention to the way their employees communicate and their flexibility, future workers that want to be appropriately prepared to enter the job market, must acquire basic knowledge and skills in the field of social communication. Thus, the main aim of the subject is to familiarize students with basic processes of communication.

Topics: basics of interpersonal communication, verbal and non-verbal communication, conflicts (arising, diagnosis, solving), presentation in small groups, public speaking.



6. Research Methods in Law and Administration

As a result of the necessity of interdisciplinarity in the modern world and the need for conducting administrative-legal research, the aim of the subject is for students to gain an insight into preparing, conducting scientific research, analyzing results and preparing reports. Student will also gain knowledge in methodology, formulating research questions and hypotheses.

Topics: stage of research process (research questions, hypothesis, variables aim of research); conceptualization and operationalization process; research methods (diagnostic survey, case study, multiple case study, desk research, observation), research techniques; research tools (types and constructions); the rules of sampling (random sample); data reporting – rules, interpretation, preparing report

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8. Sociology

The aim of this subject is for students to gain elementary knowledge on the field of sociology with particular focus on chosen social theories, processes, elements and social issues.

Topics: socialization – theory, examples, main terms; social groups – theory, examples, main terms; family in social theories, violence against elderly, domestic violence 10. Negotiation and Mediation in Business

This course focuses on general analyses of the Alternative (to litigation) Dispute Resolution's processes such as: negotiation and mediation from the perspective of lawyers as future litigators. It is designed to introduce students to both: theoretical knowledge on the processes and some samples of skills they need to practice them. Moreover, the course focuses partially on ethical issues and some legal analyses relevant to the ADR methods. The course grade is based on an active participation in class and a final examination.

Topics: Introduction, Dispute Resolution, Introduction to Negotiation, Negotiation & Conflict,



Mediation –Process & Law, Mediation –Process & Styles, Representing Clients in Mediation,
ADR clauses

9. Business Law

This course focuses on general analyses of what happens with commercial matters in two specific areas such as: regulation of commercial entities as well as basic types of commercial transactions (contracts) in Poland. It is designed to introduce students in both theoretical and practical way to Polish regulations that govern Polish commercial law. The course grade is based on an active participation in class and a final examination.

Topics: An introduction to Business Law in Poland, General definitions and legal sources, An entrepreneur, an enterprise and business in Poland, Types of entrepreneurs and their division in the Polish corporate legal system, Basic information on Partnerships and Companies in the Polish corporate legal system, Legal features of contracts in Polish Law, Basic types of contract (and their comparison) in Business Law

10. HRM in public administration

The main aim the course is to provide main understanding about Human Resource Management processes in public organizations.

HRM- is one of the most complex and challenging fields of management. It deals with the people dimension in management. The human resource approach has redefined the way people are treated and managed in the organizational context. This approach requires that employees be treated as resources and not just as factors of production or emotional beings with psychological needs. HRM comprise the formal systems designed to manage people in an organization. Providing legal protection and process for public employees remains a vital function of public HR practitioners. This course focuses on an area, where the acting public servant perform the functions ensuring each institution's internal administration (structure management, documents, staff, material and financial available resources management), also the other undetermined functions of institutions Regulations, which contribute towards ensuring functioning of institutions (law, public relations, international relations, the organization of public procurement, information



and communication technologies systems maintenance, internal audit and other).

Topics: the selection and recruitment, the scope of work determination and human resource requirements planning, job description, performance appraisal, staff training, motivation

11. History and public administration

This course explains the role of public administration in government and public office, and its role in the implementation of government policy and translating political decisions into the “reality” which citizens see every day. It covers the organization of government departments and agencies, the management of programmes designed to implement policy, and the behaviour and responsibilities of ‘civil servants’ and officials who are responsible for those policies and programmes. It considers government decision making, how and why policies are developed, and analysis of them.

Topics: the nature and roles of public administration in the world of changing public expectations, public administration in the implementation of government policy and its effect on the daily lives of citizens, the institutional setting of public administration, public administration organizational structures; central government, the civil or public service: public administrators, duties and responsibilities, the correct behavior towards the public, traditional roles of public servants, recent changes, the modern civil or public service.

12. Administrative law

Administrative Law is the law relating to administration. It includes the structure, powers and functions of the organs of administration, the limits of their powers, the methods and procedures followed by them in exercising their powers and functions, the methods by which their powers are controlled including the legal remedies available to a person against them when his rights are infringed by their operation. However, it is impossible to define administrative law and include all the facts because it changes according to the social, economic and political changes. It is only in the twentieth century that administrative law developed as a separate branch of legal discipline. This is due to the changing role of the state from laissez faire to a welfare state. The expansion in the functions of the state and enormous powers of the administration have given tremendous capacity to the administration to affect the rights and liberties of the



individual. Therefore, it has become important to control the administration in order to ensure that the governmental functions are exercised according to law and protection is provided to the individual against abuse of such power.

Topics:

- Approaches to public administration and administrative law in the past and in the present time: place of Administrative Law in the System of Law and in the Social Environment Public Management. New Public Management; Good Governance, Participatory Democracy, Open Government, Responsive Government, and the Principle of Subsidiarity with Respect to Public Administration.- basic terminology in the field of administrative law: Public Interest; State. Government. Public

Power and Public Powers; State Administration. Governmental Administration. Central

Administration; Decentralisation. Deconcentration; Self-government. Territorial Selfgovernment. Regional and Local Self-government; Organ of Public Administration; Tasks and

Competences; Offices of Public Administration. Public Establishment. Public Enterprise; Supervision. Control. Direction; General and Individual Administrative Acts

- Basic issues of administrative law: Principle of Legality; Legality and Discretionary Power of an Organ of Public Administration; Proportionality, Other Principles of Substantive and Formal Administrative Law; Right to Appeal; Judicial Control of Legality of Administrative Activities; Abuse of Public-Law Rights.

- National models of public administration. International and European standards of public administration, including standards of “soft law” on the example of Recommendation (2007)7 of the Committee of Ministers of the Council of Europe (with Appendix: Code of Good Administration).

13. Public commercial law

The term “Commercial law” encompasses a complex architecture of rules governing intrastate and international economic relations and transboundary economic conduct by States, international organizations and private actors. The term refers essentially to the regulation of transactions in goods, services, capital and the protection of intellectual property. It also addresses the movement of companies and natural persons as well as aspects of domestic and



international competition.

Topics: international trade law, the law of regional economic integration, and other bi- or multilateral trade agreements, international investment law and, to some extent, international monetary law, areas related to trade and investment such as international commercial arbitration, double taxation agreements, international intellectual or industrial property law as well as international competition law, free establishment, and common antitrust rules.

14. Basics of civil law and public procurement law

The aim of the course is to present the basic issues of civil law and public procurement law. Students learn the basic issues of civil law relations, subjects of civil law, basic contracts used in public procurement and the application of selected institutions of civil law in public procurement. During the classes, students prepare solutions to cases in civil law and public procurement law and present selected issues in the field of civil law and public procurement law.

Topics:

1. Introduction to civil law. Subjects of civil law relations. Civil law relationship. Participants in the public procurement procedure.
2. Subject of the civil law relationship. Declaration of will (form, interpretation, defects of the declaration of will). Legal actions and other civil law events (concept, form, content of a legal act).
3. Methods of concluding contracts in the Civil Code (general issues, offer, negotiations, auction and tender). Classification of contracts. The principle of freedom of contract and its limitations in the Public Procurement Law. Methods of concluding contracts in the Public Procurement Law.
4. Principles of representation of subjects of civil law relations. Representation (power of attorney and proxy).
5. Limitation and strict deadlines. Time limits in the Civil Code and the Public Procurement Law.
6. Named contracts most often used in public procurement.

15. Introduction to Law

The general aim of the course is to teach students two main country legal systems: common law (case law) and statutory law (codified law). Students learn hierarchy of law-making acts, deference canons of law interpretation (collision rules), textual canons of law interpretations (unclear regulations). Students also study the principles of the state of law (e.g. the principle of equality before the law and in the law, the principle of *vacatio legis*, the principle of *lex retro non agit*) and internal organization of the law (classification into: civil law, criminal law, administrative law, a divisions into a public law and private law, substantive law and procedural law). They also learn main legal terms and structures such as: natural person, juridical person,



legal facts, legal relations, legal capacity, capacity to undertake legal actions, legal responsibility).

Program of the course:

- 1) The functions of law, legal norms, legal relationship
- 2) Legal country systems (statutory law, common law, other legal systems in the world)
- 3) International law and the Law of the European Union
- 4) Internal organisation of the law (public law and private law, substantive law and procedural law, branches of the law)
- 5) Validity of the law (collision rules, rules of legal inference)
- 6) Interpretation of legal regulations (principles and rules of interpretation)
- 7) Main legal terms and structures (legal duty and rights, legal responsibility, legal facts, legal relations)
- 8) System of courts and traditional legal professions

16. Tax Law

The general aim of the course is to teach students elementary tax concepts and structures applied in Poland and in European Union. The additional aim of the course is to master elementary tax English and prepare students to conduct professional conversation on tax terms.

Program of the course:

Part I. Introduction to Polish tax law

- 1) Fiscal system in Poland
- 2) Direct taxes: - personal income tax (PIT), - corporate income tax (CIT), - local taxes and charges;
- 3) Indirect taxes: tax on goods and services (VAT), - excise duty, - gaming tax
- 4) Tax administration

Part II. Introduction to EU tax legislation

- 1) Tax policy in the European Union
- 2) Common system of value added tax (VAT) ('the VAT Directive')
- 3) Harmonization of the structure of excise-duties

17. Labour Law

This course explores how law regulates the relationships between the workers and their employers. Labour law (also referred to as employment law) is a subject that deals with how employees are treated appropriately in workplaces, and their rights are protected as an employee. This law ensures that employers are treated well, and also, they are valued for their work. The course focuses on teaching the students how labour law works on the example of Polish Labour Code of 26 June 1974. The course consists of theoretical and also practical knowledge.

Program of the course :

1. Labour law of the EU - general aspects



2. Various forms of employment
3. Employment contracts types (Non-EU residents, EU residents)
3. Equal treatment and discrimination
4. Working time and vacation
5. Termination of the employment

18. Local Government Law

Local governments, those which govern cities, villages, counties, and towns, are established and regulated by state law. Their authority in relation to state government rests ultimately on state law. The procedures by which their governing bodies are elected and their framework of governance rests on state law as well. The general aim of the course is to teach students what are the main concepts of local government (local self-government) in Europe and legal basis of local government operating in Europe.

Program of the course :

1. Constitutional and legal foundation of local self-government
2. European Charter of Local Self-Government
3. Local government elections
4. Financial resources of local government
5. Administrative supervision of local authorities supervision
6. Structure and operation of local government in Poland
 - a) Overview of local government reform.
 - b) Legal and constitutional basis
 - c) Internal structure of regional and local government units
 - d) Distribution of power and responsibilities among different levels of government
 - e) Local service delivery

19. Local Government Finance

The main aim of the course is to present the local government financial management system with particular emphasis on its sources of income and the structure of expenses. Students also learn about the European standards of local government finance and how they are implemented in practice on the example of Polish regulations in this area.

Program of the course :

- 1) European standards of local government finance in Europe



- a) The diversity of regional and local government in the European Union
 - b) European Charter of Local Self-Government – financial principles
 - c) Local government expenditure and activities in EU countries
 - d) Local government revenue sources in EU countries
- 2) Devolution and decentralization of public finance in EU countries
- a) Public finance sectors and decentralization processes in selected European countries
 - b) Decentralization of public finance in Poland
 - c) Current issues, trends and developments in local government finance in Poland
- 3) The finances of local government in European unitary country (Poland)
- a) Budget of local government
 - b) Structure of local government revenue sources (taxation revenues by tier of government, own taxation, shared taxation, grants - general subsidies and special purpose grants, other sources of income, borrowing)
 - c) Local government expenditure (by the type of expenditure, by the type of activities area).

20. Intellectual Property Law

During the course, students learn elementary intellectual property law concepts and structures. The additional aim of the course is to master elementary copyright English and prepare students to conduct professional conversation on copyright terms. Students have a knowledge of intellectual property system, concepts, principles and structures applied in Poland and Europe.

Program of the course :

Part I The World of Intellectual Property

- 1) Definition of Intellectual Property
- 2) International Copyright Protection
- 3) International Industrial Property Protection

Part II Introduction to Copyright

- 1) Protected Works
- 2) Owner of the Copyright
- 3) Rights Protected (Economic Rights and Moral Rights)
- 4) Duration of Copyright



- 5) Permissible Use of Protected Works
- 6) Organizations for Collective Copyright Management
- 7) Exercise of Copyright (Devolution of Author's Economic Rights)
- 8) Protection of Author's Moral and Economic Rights
- 9) Criminal Liability

Part III Introduction to Industrial Property

- 1) General Principles of Industrial Property Law
- 2) Inventions, Trademarks, Utility models, Industrial design, Geographical indications
- 3) Polish Patent Office and The European Patent Register