



## Subject card

|   |   |  |  |                                     |                                 |  |     |
|---|---|--|--|-------------------------------------|---------------------------------|--|-----|
| Subject name and code                       | Selected issues of administrative law, PG_00056617  |  |  |                                     |                                 |  |     |
| Field of study                              | Management and Production Engineering   |  |  |                                     |                                 |  |     |
| Date of commencement of studies             | October 2021  | Academic year of realisation of subject                  |  |                                     | 2021/2022                       |  |     |
| Education level                             | first-cycle studies   | Subject group  |  |                                     | Humanistic-social subject group |  |     |
| Mode of study                               | Full-time studies   | Mode of delivery   |  |                                     | at the university               |  |     |
| Year of study                               | 1   | Language of instruction                                  |  |                                     | Polish                          |  |     |
| Semester of study                           | 1   | ECTS credits   |  |                                     | 1.0                             |  |     |
| Learning profile                            | general academic profile  | Assessment form  |  |                                     | assessment                      |  |     |
| Conducting unit                             | Institute of Manufacturing and Materials Technology -> Faculty of Mechanical Engineering and Ship Technology  |  |  |                                     |                                 |  |     |
| Name and surname of lecturer (lecturers)    | Subject supervisor  |  |  |                                     |                                 |  |     |
|   | Teachers  |  |  |                                     |                                 |  |     |
| Lesson types and methods of instruction     | Lesson type   | Lecture  | Tutorial   | Laboratory                          | Project                         | Seminar  | SUM |
|   | Number of study hours   | 15.0   | 0.0  | 0.0                                 | 0.0                             | 0.0  | 15  |
|   | E-learning hours included: 0.0  |  |  |                                     |                                 |  |     |
|   | Adresy na platformie eNauczanie:  |  |  |                                     |                                 |  |     |
| Learning activity and number of study hours | Learning activity   | Participation in didactic classes included in study plan |  | Participation in consultation hours |                                 | Self-study   | SUM |
|   | Number of study hours   | 15   |  | 1.0                                 |                                 | 9.0  | 25  |
| Subject objectives                          | The aim of the lecture is to get acquainted with formal administrative law with particular emphasis on the Code of Administrative Procedure.  |  |  |                                     |                                 |  |     |
| Learning outcomes                           | Course outcome  |  | Subject outcome  |                                     |                                 | Method of verification   |     |
|   | [K6_U11] is able to identify and formulate simple engineering tasks related to the diagnostics of the technical condition of machines and devices using appropriate methods, techniques and tools   |  | The student knows the consequences of ignorance of the law and the need to know it in order to cooperate with lawyers  |                                     |                                 | [SU2] Assessment of ability to analyse information                   |     |
|   | [K6_K01] feels the need for self-realization by learning throughout life, is looking for modern and innovative solutions in their actions, is able to think creatively and act in an entrepreneurial way  |  | The student knows the consequences of ignorance of the law and the need to know it in order to cooperate with lawyers. The student understands the basic issues of administrative proceedings and knows its effects and is critical of legal problems. |                                     |                                 | [SK5] Assessment of ability to solve problems that arise in practice |     |
|   | [K6_W12] has detailed, theoretically founded knowledge of methods and techniques used in production quality control processes, statistical process control, modern techniques and measurement systems in quality assurance and information techniques in production systems   |  | The student knows the consequences of ignorance of the law and the need to know it in order to cooperate with lawyers  |                                     |                                 | [SW1] Assessment of factual knowledge                                |     |
| Subject contents                            | Sources of administrative law. Distinguishing between substantive law and formal administrative law. Principles of administrative procedure. Establishing a legal norm. Legal interpretation. Entities and participants of the procedure. Legal and procedural capacity. Delivery. Application in administrative proceedings. Administrative decision. Provisions. Settlement in administrative proceedings. Suspension of administrative proceedings. Discontinuance of the proceedings. A silent settlement. Remedies. Revocation of an administrative decision. Complaint of administrative proceedings. Resumption of administrative proceedings. Extraordinary administrative procedures - annulment, revocation or amendment of an administrative decision. |  |  |                                     |                                 |  |     |
| Prerequisites and co-requisites             |   |  |  |                                     |                                 |  |     |

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| Assessment methods and criteria                                | Subject passing criteria   | Passing threshold  | Percentage of the final grade |
|  | test   | 56.0%  | 100.0%                        |
| Recommended reading  | Basic literature   | 1. B. Adamiak, J. Borkowski, Postępowanie administracyjne i sądowoadministracyjne, Wolters Kluwer, Warszawa 2021.<br>2. B. Adamiak, J. Borkowski, Kodeks postępowania administracyjnego. Komentarz, CH Beck, Warszawa 2020 |                               |
|  | Supplementary literature   | B. Adamiak, J. Borkowski, A. Krawczyk, A. Skoczylas, Prawo procesowe administracyjne, [w:] R. Hauser, Z. Niewiadomski, A. Wróbel (red.), System prawa administracyjnego, t. 9, Wyd 4, CH Beck, Warszawa 2020.              |                               |
|  | eResources addresses   | Podstawowe<br><a href="http://isap.sejm.gov.pl/isap.nsf/DocDetails.xsp?id=WDU19600300168">http://isap.sejm.gov.pl/isap.nsf/DocDetails.xsp?id=WDU19600300168</a><br>- Code of Administrative Procedure                      |                               |
| Example issues/<br>example questions/<br>tasks being completed | 1. The concept of substantive and formal law.<br><br>2. Sources and place of administrative law in the legal system,<br>3. Parties to the administrative procedure.<br>4. Introduction: basic legal concepts, sources of law and interpretation,<br><br>5. The structure of the administrative decision,<br>Sample questions:<br>What are the differences between an order and an administrative decision?<br><br>Which of the following acts are not the source of universally binding law?<br>Characterize the two-instance character of the administrative procedure.<br>What are the legal instruments of the extraordinary administrative procedure you know? |  |                               |
| Work placement   | Not applicable   |  |                               |