



## 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 2023	Academic year of realisation of subject			2023/2024		
Education level	first-cycle studies	Subject group					
Mode of study	Full-time studies	Mode of delivery			e-learning		
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		dr inż. Bogdan Ścibiorski				
	Teachers		dr inż. Bogdan Ścibiorski				
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: 15.0						
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_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						
	[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						
	[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						
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							
Assessment methods and criteria	Subject passing criteria		Passing threshold		Percentage of the final grade		
	Test		56.0%		100.0%		

Recommended reading	Basic literature	<ol style="list-style-type: none"> <li>1. B. Adamiak, J. Borkowski, Postępowanie administracyjne i sądowoadministracyjne, Wolters Kluwer, Warszawa 2021.</li> <li>2. B. Adamiak, J. Borkowski, Kodeks postępowania administracyjnego. Komentarz, CH Beck, Warszawa 2020B.</li> </ol>
	Supplementary literature	<ol style="list-style-type: none"> <li>1. B. Adamiak, J. Borkowski, A. Krawczyk, A. Skoczyła, Prawo procesowe administracyjne, [w:] R. Hauser, Z. Niewiadomski, A. Wróbel (red.), System prawa administracyjnego, t. 9, Wyd 4, CH Beck, Warszawa 2020.</li> </ol>
	eResources addresses	<p>Podstawowe</p> <p><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></p> <p>- Code of Administrative Procedure:</p> <p>Adresy na platformie eNauczanie:</p> <p>Wybrane zagadnienia z prawa administracyjnego, WIMiO, 2023/2024 - Moodle ID: 34170</p> <p><a href="https://enauczanie.pg.edu.pl/moodle/course/view.php?id=34170">https://enauczanie.pg.edu.pl/moodle/course/view.php?id=34170</a></p>
Example issues/ example questions/ tasks being completed	<ol style="list-style-type: none"> <li>1. The concept of substantive and formal law.</li> <li>2. Sources and place of administrative law in the legal system,</li> <li>3. Parties to the administrative procedure.</li> <li>4. Introduction: basic legal concepts, sources of law and interpretation,</li> <li>5. The structure of the administrative decision,</li> </ol> <p>Sample questions:</p> <p>What are the differences between an order and an administrative decision?</p> <p>Which of the following acts are not the source of universally binding law?</p> <p>Characterize the two-instance character of the administrative procedure.</p> <p>What are the legal instruments of the extraordinary administrative procedure you know?</p>	
Work placement	Not applicable	