



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 2024		Academic year of realisation of subject		2024/2025		
Education level	first-cycle studies		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		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: 0.0						
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_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 can identify situations where the application of administrative procedures is necessary and knows the legal principles related to administrative proceedings, enabling effective cooperation with administrative bodies in these matters.		[SU2] Assessment of ability to analyse information [SU3] Assessment of ability to use knowledge gained from the subject		
	[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 is aware of the significance of administrative procedures in the implementation of professional projects, as well as in resolving formal issues in dealings with public administration.		[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 basic principles of administrative procedure, with particular emphasis on the Code of Administrative Procedure, and can apply them in the context of cooperation with public administration bodies.		[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							

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 sądowniczoadministracyjne, Wolters Kluwer, Warszawa 2021. 2. B. Adamiak, J. Borkowski, Kodeks postępowania administracyjnego. Komentarz, CH Beck, Warszawa 2020.	
	Supplementary literature	1. 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 http://isap.sejm.gov.pl/isap.nsf/DocDetails.xsp?id=WDU19600300168 - Code of Administrative Procedure: Adresy na platformie eNauczanie: Wybrane zagadnienia z prawa administracyjnego, wszystkie kierunki WIMiO, sem. 01, 2024/2025 - Moodle ID: 41947 https://enauczanie.pg.edu.pl/moodle/course/view.php?id=41947	
Example issues/ example questions/ tasks being completed	1. The concept of substantive and formal law. 2. Sources and place of administrative law in the legal system, 3. Parties to the administrative procedure. 4. Introduction: basic legal concepts, sources of law and interpretation, 5. The structure of the administrative decision, Sample questions: What are the differences between an order and an administrative decision? Which of the following acts are not the source of universally binding law? Characterize the two-instance character of the administrative procedure. What are the legal instruments of the extraordinary administrative procedure you know?		
Work placement	Not applicable		

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