



Field of Study: Administration

Offered courses for the academic year 2020/2021 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. Institutions and sources of UE law

During the course such issues will be presented: history of European integration; characteristics of existing Community treaties: from the ECSC 1951 to Lisbon 2007; Legal nature of the European Union; EU competences.

There will be part of the course devoted to the sources of EU law. The attention will be also put on the institutional system of the European Union and general characteristics of the division into legislative, executive and judicial institutions.

Topics:

- discussion of examples of sources of EU law on the basis of selected acts of secondary law; a citizens' initiative in practice - writing a draft legal act on any subject.

- European Parliament: history of creation, composition, structure, competences and functioning
- European Council and the Council of the European Union: functions and competences, composition and organization, decision-making, subsidiary bodies and administration
- European Commission: composition and organization, competences, mode of operation
- High Representative of the Union for Foreign Affairs and Security Policy. European External Action Service
- Court of Justice, General Court, Specialized Courts, Civil Service Tribunal
- Court of Auditors: composition and internal structure
- Advisory bodies and agencies of the European Union

4. 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

5. 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.

7. 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.

8. 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

9. 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

11. 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

12. 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

13. 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.

14. Personal development and promotion in public administration

This course explains what employee and organization development means.

Topics: employee development - the context, and the need for development, learning: how people learn and their different learning styles, factors in successful learning, performance appraisal and assessment, mentoring, coaching and counselling, the roles of the development manager; creating a learning, proactive organization, ethics; relationships with employees, staff and customers; dealing with conflict.

15. Career management in local government (LG)

This course focuses on the role, actions and activities of the Human Resource function, the HR manager and HR personnel in local government. It explains the responsibilities of HR and how to undertake HR duties and tasks effectively. The course covers a wide range of related, specialized and interesting subjects including advanced motivation, management and leadership in career management in local government.

Topics: The importance and duties of the personnel function; its managers and specialists in local government, the technical and human relationships aspects of the personnel function in LG, the personnel department, its sections, structure, activities, staff and roles in LG, setting and defining personnel policy and strategy; the need to coordinate with managers and employees in LG.

16. 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 Self-government. 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).

17. 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.

