

**Jan Zamoyski College of Humanities and Economics
Wyższa Szkoła Humanistyczno - Ekonomiczna
im. Jana Zamoyskiego z siedzibą w Zamościu**

Koszary 8, 22-400 Zamość
Tel. +48 84 638 82 22, fax +48 84 638 82 00
e-mail: dziekanat@wshe.zamosc.pl

**ECTS
GUIDEBOOK**

**INFORMATION ABOUT ADMINISTRATIVE LAW
STUDIES**

Zamość

Wyższa Szkoła Humanistyczno - Ekonomiczna
im. Jana Zamoyskiego z siedzibą w Zamościu

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CHAPTER I
GENERAL INFORMATION ABOUT THE UNIVERSITY

MAIN INFORMATION ABOUT SCHOOL

Name and Address

Wyższa Szkoła Humanistyczno - Ekonomiczna
Im. Jana Zamoyskiego z siedzibą w Zamościu

Koszary 8, 22-400 Zamość
Tel. +48 84 638 82 22, fax +48 84 638 82 00
e-mail: dziekanat@wshe.zamosc.pl
<mailto:international@wshe.zamosc.pl>

ECTS Coordinator
Dr Mirosława Grodzka
Tel. 84 638 82 22
e-mail: dziekanat@wshe.zamosc.pl
<mailto:international@wshe.zamosc.pl>

Departments:
The College is comprised of one faculty - Faculty of Administrative, Legal, Economic and Social Sciences headed by Dean

CHAPTER II
PRACTICAL INFORMATION

PRACTICAL INFORMATION

ZAMOŚĆ

Zamość is situated in the southeastern part of Poland on the edge of Wyżyna Lubelska /Lubelska Upland/ in close proximity to Roztocze and Roztoczański National Park.

Often called the Pearl of Renaissance, Northern Padua or the City of Arcades, founded by Jan Zamoyski, Grand Chancellor of the Crown, designed by Bernardo Morando, an Italian architect, Zamość represents an outstanding achievement of the late Renaissance European urban planning. The artistic and historic value of the city centre comprising 120 monuments ranks as the highest in the world. Having been recognized as a historic monument, it was placed on the UNESCO list of the World Cultural Heritage in 1992.

To the end of 1998, Zamość had been the capital of the province of Zamość with 490 thousand inhabitants and the area of seven thousand kilometres. After the introduction of the administration reform, the following were located in Zamość: town county operating within the city limits and land county (the county of Zamość) consisting of 15 communes located around Zamość and covering the area of 1872.3 square metres. The city of Zamość covers 30.5 square metres and at the end of 2002 its population was 68.8 thousand inhabitants. The last 28 years has been the period of the dynamic population development of the city. The population of Zamość increased from 39.1 thousand to 68.8 thousand between 1975 and 2002. The most characteristic feature of the Zamość economy is the prevalence of small and medium business as well as numerous commercial and non-commercial services.

Information about Zamość can be found on the following websites:

<http://zamosc.atspace.com>

<http://www.zamosc.pl>

The Roztocze area web page:

<http://www.roztocze.net>

INFORMATION ABOUT THE COLLEGE

The Jan Zamoyski College of Humanities and Economics located in Zamość is a short cycle higher education course /bachelor degree studies/ in accordance with the law of 26 June 1997 about short cycle higher education (Journal of Laws No.96, item 590 with later changes) and it was registered as non-public university by the Minister of National Education and Sport under the item 3 on 29 July 1998. Its founding body is the Foundation on behalf of setting up and opening of the Jan Zamoyski College of Humanities and Economics.

STUDENT FACILITIES

College of Humanities and Economics is one of the best-equipped universities in the southeastern Poland. It has six modernly equipped buildings of 3 675 square metres total area (excluding the building in Okrzei Street).

The buildings house four air-conditioned lecture theatres provided with audio-visual equipment. Three of them can accommodate 240 students each, and a representative one 150 students. Moreover, there are 2 computer rooms, 20 classrooms and 15 seminar studies.

Five of these buildings are located within the area of Koszary in the picturesquely situated park-like place, which can certainly be regarded as a real college campus. There are a library, student self-government, college sports club, student hostel, post office, cinema and college canteen there. The sixth college building is located only 300 metres from the campus.

PRACTICAL INFORMATION

Formalities connected with the arrival and residence in the country of the receiving college:

After undertaking the study, a residence permit should be obtained by submitting an application for a specified period of residence in the Branch of Provincial Administration Office of Lublin /Delegatura Urzędu Wojewódzkiego/ in Zamość at the Department of Civil Affairs /Wydział Spraw Obywatelskich/. A certificate of a student status, valid health insurance and a proof of financial

support should be enclosed with the application. The residence permit is at the same time a work permit extended to the close family- a spouse and children.

FIRST STEPS AFTER ARRIVAL

Prior to arriving, a student from the partner university should settle the date and time of arriving to the receiving college by e-mail: dziekanat@wszh-edu.pl, fax: 0048 84 63 88 200 or by phone 0048 84 638 82 22. After the arrival at Zamość, the student should go to the dean's office at 8 Koszary Street.

ACCOMMODATION AND BOARD

The charge for a separate flat is approximately PLN 500 per month and for a room approx. PLN 200 for.

Approximate prices of food in PLN are the following:

a loaf of bread: 2.50

a litre of milk: 2.00

a kilo of cured meat from 10 up

a kilo of poultry from 8 to 14

lunch at student canteen 13.00

lunch at a restaurant from 15 to 30

Average cost of living is from PLN 800

MEDICAL CARE AND INSURANCE

Health care provided by state health service is free for patients with valid insurance policy (NFZ [National Health Found] insured). All the registered full-time students at University have free access to health. They can also buy the medicines prescribed by the doctor at a discount price. Students coming for only a short period of time, within bilateral agreement or within the Erasmus project, are obliged to provide themselves with proper insurance (European Health Insurance Card EKUZ).

It is also possible to use private health care at private clinics and laboratories. A list of public and private health centres:

Samodzielny Publiczny Zakład Opieki Zdrowotnej Szpitala Wojewódzkiego im. Jana Pawła II Al. Jana Pawła II 10 tel. +48 84 677 36 61

Zamojski Szpital Niepubliczny Sp.z o.o. ul. Peowiaków 1 tel. +48 84 639 57 20

Samodzielny Publiczny Szpital Wojewódzki im. J. Pawła II Al. Jana Pawła II 10 tel. +48 84 677 33 33
Niepubliczny Zakład Opieki Zdrowotnej "Przychodnia na Karolówce" ul. B. Prusa 2, 22-400 Zamość tel. +48 84 639-65-25

Niepubliczny Zakład Opieki Zdrowotnej ul. Św. Piątka 49, Zamość tel. +48 84 639 99 99

Niepubliczny Zakład Podstawowej Opieki Zdrowotnej „Hipokrates”, 22-400 Zamość, ul.Kilińskiego 4, tel.: +48 84 639 34 31

Niepubliczny Zakład Podstawowej Opieki Zdrowotnej „Medizam” 22-400 Zamość, ul. Wyszyńskiego 48, tel.: +48 84 627 63 00

Niepubliczny Zakład Podstawowej Opieki Zdrowotnej „Medyk” 22-400 Zamość, ul. Szwedzka 20, tel.: +48 84 627 10 18

Niepubliczny Zakład Podstawowej Opieki Zdrowotnej „Spiromed” 22-400 Zamość, ul. Hrubieszowska 38a, tel.: +48 84 627 88 30

Niepubliczny Zakład Podstawowej Opieki Zdrowotnej „Petrus” 22-400 Zamość, ul. Kilińskiego 71 tel.: +48 84 627 15 21

Niepubliczny Zakład Podstawowej Opieki Zdrowotnej „Re-med” 22-400 Zamość, ul. Partyzantów 5
tel.: +48 84 627 11 97

Niepubliczny Zakład Podstawowej Opieki Zdrowotnej „Resort-med” 22-400 Zamość, ul.
Wyszyńskiego 2 tel.: +48 84 627 17 06

TRANSPORT

Buses from the railway station to college:

Bus No.1

Buses from the bus station to college:

No. 53 (bus stop next to the station), No. 3,19,4,59 (bus stop in Partyzantów Street)

Zamość public transport website:

<http://www.mzk.zamosc.pl>

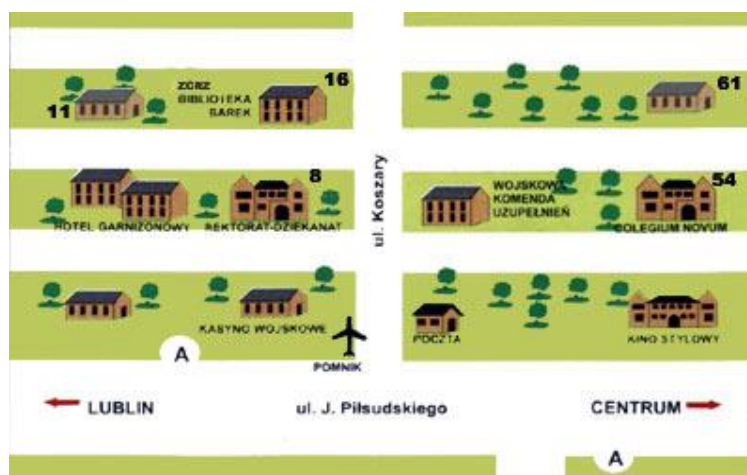
SPORTS CLUBS

1. AZS: founded by AZS Board of Directors of College Sports Club at WSH-E in October 1999. Władysław Domaszewicz, Ph.D., a locally well-known sports activist, was its initiator whose passion infected the first students. The idea of initiating sports club was so excellent that already at the beginning the following three sections came into existence: football, men's volleyball, men's and women's athletics. At the very start came the first successes. Very popular sports sections are formed on the students' initiative. Karate section started in 2001 is an example of such an initiative. Currently, there are seven sections (athletics, football, volleyball, karate, swimming, ground tennis, yachting) in which over 100 students actively take part. College Sports Club is open to all students.

2. Klub Sportowy Uczelni Zamoyskiego /Zamoyski College Sports Club/: On 2 February 2005 Klub Sportowy Uczelni Zamoyskiego was registered in the Register of Physical Culture Association in the custody of President of Zamość under No. 49. The newly founded club is a national organization whose aim is to improve physical condition, popularise physical culture and develop sport among students.

COLLEGE CAMPUS

On the campus grounds, apart from five college buildings, there are a library, Student Government, College Sports Club, student hostel, post office, cinema, student canteen selling sandwiches, snacks, hot and cold beverages. The sixth college building is situated 300 metres from the campus. Locating all facilities in one place is worth emphasizing because it lowers the cost of public transport.



CHAPTER III
CATALOGUE OF SUBJECTS, TABLE OF ECTS POINTS
FOR FULL-TIME COURSES IN ADMINISTRATIVE LAW

Abbreviations: Z – pass credit, E – examination, Le – lecture, Cl – classes, F – full-time, P – part-time

FIRST TERM

Subject	Type of course	Number of hours		ECTS		Way of assessment
Introduction to jurisprudence	lecture	30	60	3	5	E
	classes	30		2		
Sociology of law	lecture	25		2		Z (graded pass)
Legal Logic	lecture	20	30	2	3	Z (graded pass)
	classes	10		1		
History of Administration	lecture	30	60	3	5	E
	classes	30		2		
Constitutional Law	lecture	30	60	3	5	E
	classes	30		2		
Theory of Administration	lecture	20	40	3	4	Z (graded pass)
	classes	20		1		
Democratic rule of law	lecture	20		2		Z (graded pass)
Foreign language (1 out of 3)	classes	45		1		Z
Basics of IT and office technologies	classes	25		2		Z
PE	classes	20		1		Z
Total number of hours	-	385		-		
ECTS points	-	-		30		

SECOND TERM

Subject	Type of course	Number of hours		ECTS		Method of assessment
System of legal protection bodies	lecture	30	50	2	3	E
	classes	20		1		
System of Government Administration Bodies	lecture	20		2		Z (graded pass)
Basics of Economics	lecture	20	30	1	2	Z (graded pass)
	classes	10		1		
Local Government Law	lecture	25		3		E
Basics of organisation and management	lecture	30	50	2	3	Z (graded pass)
	classes	20		1		
Administrative law- general issues	lecture	30	60	3	5	E
	classes	30		2		
Basics of international public law	lecture	20	30	3	4	E
	classes	10		1		
Copyright and neighbouring rights	lecture	20		2		Z
Organisation of office work	classes	20		2		Z
Foreign language (1 out of 3)	classes	45		1		Z
Basics of IT and office technologies	classes	25		2		Z
PE	classes	20		1		Z
Total number of hours		395				
ECTS points				30		

THIRD TERM

Subject	Type of course	Number of hours		ECTS		Method of assessment
Public administration : comparative study	lecture	20		3		Z
Administrative law (detailed issues)	lecture	30	60	3	5	E
	classes	30		2		
Basics of criminal law and minor offences law	lecture	25	50	3	4	E
	classes	25		1		
Basics of civil law (general issues; property law and family law)	lecture	30	60	3	5	E
	classes	30		2		
Financial law and public finances	lecture	20	40	3	4	E
	classes	20		1		
Ethics of Civil Service	lecture	25		3		Z (graded pass)
Philosophy	lecture	20		3		Z (graded pass)
Foreign language (1 out of 3)	classes	45		2		Z
Basics of IT and office technologies	classes	25		2		Z
PE	classes	20		1		Z
Total number of hours		365				
ECTS points				30		

FOURTH TERM

Subject	Type of course	Number of hours		ECTS		Method of assessment
Criminal Procedure and Executive Criminal Procedure	lecture	25	40	3	4	E
	classes	15		1		
Agriculture and Food Industry Management	lecture	30	50	3	4	E
	classes	20		1		
Basics of Tax Law	lecture	20	40	2	3	Z (graded pass)
	classes	20		1		
Labour and National Insurance Law	lecture	30	60	3	5	E
	classes	30		2		
Civil Law (liabilities and inheritance)	lecture	20	40	2	3	E
	classes	20		1		
History of law	lecture	20		2		Z (graded pass)
Bank Contracts	lecture	20		1		Z
Consumer protection law	lecture	25		1		Z (graded pass)
Foreign language 1/3	classes	45		1		Z
Basics of IT and office technologies	classes	25		2		Z
BA seminar	classes	10		2		Z
PE	classes	20		1		Z
Total number of hours		395				
ECTS points				30		

FIFTH TERM

Subject	Type of course	Number of hours		ECTS		Method of assessment
Administrative Proceedings	lecture	30	60	3	5	E
	classes	30		2		
Institutions and Substantive Law of the EU	lecture	30	60	4	5	E
	classes	30		1		
Commercial Law	lecture	30	60	3	5	E
	classes	30		2		
Civil proceedings	lecture	30	60	2	4	E
	classes	30		2		
Judicial controls of administration	lecture	20		3		Z
Securities	lecture	15		1		Z
Penal tax code	lecture	15		1		Z
Local government finances	lecture	30	40	2		Z (graded pass)
	classes	10				
BA seminar	classes	25		4		Z
Total number of hours		355				
ECTS points				30		

SIXTH TERM

Subject	Type of course	Number of hours		ECTS		Method of assessment
Arrangement and Bankruptcy Law	lecture	30	40	3	4	E
	classes	10		1		
Public Economic Law	lecture	30	50	3	5	E
	classes	20		2		
International system of human rights protection	lecture	20		2		Z
Execution proceedings in administration	lecture	30	50	3	5	Z (graded pass)
	classes	20		2		
Civil Service Law	lecture	20	30	2	3	Z (graded pass)
	classes	10		1		
Particular administrative proceedings	lecture	15		2		Z (graded pass)
Competition Protection Law	lecture	20		2		Z (graded pass)
Crisis management	lecture	20		1		Z
Public Procurement	lecture	15		1		Z (graded pass)
Ideas of Political and Legal Systems	lecture	20		1		Z (graded pass)
BA seminar	classes	25		4		Z
Total number of hours		305				
ECTS points				30		

CHAPTER IV
CATALOGUE OF SUBJECTS, TABLE OF ECTS POINTS
FOR PART-TIME STUDY COURSES IN ADMINISTRATIVE LAW

FIRST TERM

Subject	Type of course	Number of hours	ECTS	Method of assessment
Introduction to jurisprudence	lecture	20	4	E
Sociology of Law	lecture	20	3	Z (graded pass)
Legal Logic	lecture	20	3	Z (graded pass)
History of Administration	lecture	30	4	E
Constitutional Law	lecture	30	5	E
Theory of administration	lecture	20	4	Z (graded pass)
Democratic Rule of Law	lecture	20	3	Z (graded pass)
Foreign language (1 out of 3)	classes	30	1	Z
Basics of IT and office technologies	classes	10	3	Z
Total number of hours	-	200	-	
ECTS points	-	-	30	

SECOND TERM

Subject	Type of course	Number of hours	ECTS	Method of assessment
System of Legal Protection Institutions	lecture	30	3	E
System of government administration bodies	lecture	20	2	Z (graded pass)
Basics of Economics	lecture	20	1	Z (graded pass)
Local Government Law	lecture	20	2	E
Basics of organisation and management	lecture	20	2	Z (graded pass)
Administrative Law - general issues	lecture	30	5	E
Basis of International Public Law	lecture	20	4	Z (graded pass)
Copyright and Neighbouring Rights	lecture	20	2	Z (graded pass)
Organisation of office work	classes	20	4	Z (graded pass)
Foreign language (1 out of 3)	classes	30	2	Z
Basics of IT and office technologies	classes	10	2	Z

Total number of hours		240		
ECTS points			30	

THIRD TERM

Subject	Type of course	Number of hours	ECTS	Method of assessment
Contemporary political systems/* Public administration: comparative study *	lecture	20	2	Z
Administrative law (detailed issues)	lecture	30	5	E
Basics of Criminal Law and Minor Offences Law	lecture	20	3	E
Basics of Civil Law(general issues, substantive law, family law)	lecture	30	4	E
Financial Law and Public Finances	lecture	20	4	E
Ethics of Civil Service	lecture	20	4	Z (graded pass)
Philosophy	lecture	20	2	Z (graded pass)
Foreign language	classes	30	2	Z
Basics of IT and office technologies	classes	10	2	Z
Total number of hours		200		
ECTS points			30	

- the subject is selected by the Dean (it is recommended to follow the course in: Public administration:comparative study)

FOURTH TERM

Subject	Type of course	Number of hours	ECTS	Method of assessment
Penal Proceedings and Executive Penal Law	lecture	25	4	E
Agriculture and Food Industry Management	lecture	30	3	E
Basics of Tax Law	lecture	20	2	Z (graded pass)
Labour and National Insurance Law	lecture	30	4	E
Civil Law (liabilities and inheritance)	lecture	20	2	Z (graded pass)
History of Law	lecture	20	2	Z (graded pass)
Bank contracts	lecture	10	3	Z
Consumer protection law	lecture	25	2	Z (graded pass)
Foreign language (1 out of 3)	classes	30	2	Z
Basics of IT and office technologies	classes	10	2	Z
BA seminar	classes	10	4	Z
Total number of hours		230		
ECTS points			30	

FIFTH TERM

Subject	Type of course	Number of hours	ECTS	Method of assessment
Administrative Proceedings	lecture	30	5	E
EU Institutions and Substantive Law	lecture	30	4	E
Commercial Law	lecture	30	3	E
Civil Proceedings	lecture	30	4	E
Judicial controls of administration	lecture	20	2	Z (graded pass)
Securities	lecture	15	2	Z (graded pass)
Penal tax code	lecture	15	2	Z (graded pass)
Local Government Finances	lecture	30	4	Z (graded pass)
BA seminar	classes	20	4	Z
Total number of hours		220		
ECTS points			30	

SIXTH TERM

Subject	Type of course	Number of hours	ECTS	Method of assessment
Arrangement and Bankruptcy Law	lecture	30	4	E
Public Economic Law	lecture	30	3	E
International system of human rights protection	lecture	20	2	Z (graded pass)
Execution proceedings in administration	lecture	30	4	Z (graded pass)
Civil Service Law	lecture	20	4	Z (graded pass)
Particular administrative proceedings	lecture	15	4	Z (graded pass)
Competition Protection Law	lecture	20	2	Z
Crisis management	lecture	15	1	Z
Public Procurement	lecture	15	1	Z
Ideas of Political and Legal Systems	lecture	20	1	Z
BA seminar	classes	20	4	Z
Total number of hours		235		
ECTS points			30	

CHAPTER V INFORMATION ABOUT RECRUTATION AND EXAMINATION

RECRUTATION AND EXAMINATIONS

General information

The admission to bachelor degree studies is open to all candidates within the scope of college capacity

Applicants seeking admission to the first year of studies must personally submit the following documents in a cardboard folder:

- Personal Details Form / College form/ - It can be filled in on <http://www.wszh-e.edu.pl/rekrutacja/dokumenty-do-pobrania/>
- .
- Original Secondary School - Leaving Examination Certificate
- Physician's certificate certifying the applicant's ability to undertake university studies
- Photocopy of identity document
- Three passport - size photographs 37 x 52 mm
- Proof of recruitment fee
- Proof of recruitment fee - The fees must be paid in the college **cashier's office to our bank account PKO BP. o/Zamość 67 1020 5356 0000 1202 0005 1946**

Applicants seeking admission to our college must pay the following fees:

- Recruitment fee - PLN 90
- Tuition fee for one term for full - time students - PLN 1600
- Tuition fee form one term for extramural students - PLN 1600

We offer a choice of mode of fee payment:

- Full fee
- Two instalments
- Five instalments

The fees are not refundable in case of resignation. All forms and further information are available at the college.

RECRUITMENT REGULATIONS:

Recruitment Regulations
concerning studies at the Jan Zamoyski College of Humanities and Economics in Zamość
in the academic year 2016/2017

§1

1. Candidates with the Secondary School - Leaving Examination Certificate are eligible for the recruitment process.

2. Candidates of foreign citizenship are admitted to the college on the basis of the referral of Foreign Education Office at the Ministry of National Education and Sport after the arrangement has been made with our College.

3. Candidates who graduated from secondary school abroad can be eligible for the recruitment process providing their secondary school - leaving examination certificate contains a clause which gives the right to seek further education at the university level in the country of the certificate issuance, or if there is an attachment to the certificate issued by the foreign school or Polish Consular Office certifying that the school - leaving examination certificate gives the right to seek further education at university level, or the foreign school - leaving certificate is recognized by school's superintendent according to the regulations of Polish law.

§2

1. Admission to the first year of study is open to all candidates within the limit of college capacity, but the first to be admitted are the winners and finalists of national contests in school subjects.

2. Admission of the remaining candidates is made on a first - come, first - served basis.

§3

1. Applicants seeking admission to the first year of studies must submit the following documents:

1. an application on the appropriate form constituting an attachment to the present regulations
2. the original or a copy of secondary school - leaving examination certificate
3. a physician's certificate certifying the applicant's ability to undertake studies in the chosen field
4. four passport - size photographs 37/52 mm
5. a photocopy or excerpt from identity document

2. Applicants seeking admission to our college pays the following fees:

1. recruitment fees: it must be made on the day of submitting documents. In case of resignation, the fee is not refundable.

2. registration fee: it must be made on the day of submitting documents. In case of resignation before the recruitment process has started, half of the fee is refundable. After the commencement of the recruitment process, the registration fee is not refundable.

3. The documents must be submitted in person in the dean's office.

4. Documents for full - time and part - time studies must be submitted between 16 May 2016 and 31 July.

5. If an enrolment limit is not full, an additional recruitment process will be carried out from 1 September to 30 September 2016 r.

§4

1. The recruitment process is carried out by the Recruitment Commission.

2. The Recruitment Commission term of office lasts to 30 September,

3. The Commission assignments are the following:

1. keeping a record of documents submitted by applicants
2. verifying the submitted documents and checking if they are complete
3. drawing up a protocol of recruitment process
4. notifying applicants about the decision of the Recruitment Commission.

4. Decisions of the Recruitment Commission are signed by the chairman and secretary of the commission.
5. An appeal against the decision of the Recruitment Commission can be lodged within 14 days from the date of its receipt.
6. Appeals are considered by Rector whose decision is final.

RULES AND REGULATIONS CONCERNING STUDIES

RECRUITMENT REGULATIONS:

Recruitment Regulations
concerning studies at the Jan Zamoyski College of Humanities and Economics in Zamość
in the academic year 2016/2017

§1

1. Candidates with the Secondary School - Leaving Examination Certificate are eligible for the recruitment process.
2. Candidates of foreign citizenship are admitted to the college on the basis of the referral of Foreign Education Office at the Ministry of National Education and Sport after the arrangement has been made with our College.
3. Candidates who graduated from secondary school abroad can be eligible for the recruitment process providing their secondary school - leaving examination certificate contains a clause which gives the right to seek further education at the university level in the country of the certificate issuance, or if there is an attachment to the certificate issued by the foreign school or Polish Consular Office certifying that the school - leaving examination certificate gives the right to seek further education at university level, or the foreign school - leaving certificate is recognized by school's superintendent according to the regulations of Polish law.

§2

1. Admission to the first year of study is open to all candidates within the limit of college capacity, but the first to be admitted are the winners and finalists of national contests in school subjects.
2. Admission of the remaining candidates is made on a first - come, first - served basis.

§3

1. Applicants seeking admission to the first year of studies must submit the following documents:
 1. an application on the appropriate form constituting an attachment to the present regulations
 2. the original or a copy of secondary school - leaving examination certificate
 3. a physician's certificate certifying the applicant's ability to undertake studies in the chosen field
 4. four passport - size photographs 37/52 mm
 5. a photocopy or excerpt from identity document
2. Applicants seeking admission to our college pays the following fees:
 1. recruitment fees: it must be made on the day of submitting documents. In case of resignation, the fee is not refundable.
 2. registration fee: it must be made on the day of submitting documents. In case of resignation before the recruitment process has started, half of the fee is refundable. After the commencement of the recruitment process, the registration fee is not refundable.
 3. The documents must be submitted in person in the dean's office.
 4. Documents for full - time and part - time studies must be submitted between 16 May 2016 and 31 July.
 5. If an enrolment limit is not full, an additional recruitment process will be carried out from 1 September to 30 September 2016 r.

§4

1. The recruitment process is carried out by the Recruitment Commission.
2. The Recruitment Commission term of office lasts to 30 September,
3. The Commission assignments are the following:
 1. keeping a record of documents submitted by applicants
 2. verifying the submitted documents and checking if they are complete
 3. drawing up a protocol of recruitment process
 4. notifying applicants about the decision of the Recruitment Commission.
4. Decisions of the Recruitment Commission are signed by the chairman and secretary of the commission.
5. An appeal against the decision of the Recruitment Commission can be lodged within 14 days from the date of its receipt.
6. Appeals are considered by Rector whose decision is final.

RULES AND REGULATIONS CONCERNING STUDIES

RULES AND REGULATIONS CONCERNING STUDIES AT THE JAN ZAMOYSKI COLLEGE OF HUMANITIES AND ECONOMICS IN ZAMOŚĆ

GENERAL REGULATIONS

§ 1

These Regulations refer to full - time (intramural) studies and part - time (evening and extramural) studies as well as those who study at the Jan Zamoyski College of Humanities and Economics based in Zamość, hereinafter referred to as the University, as part of student exchange programme.

§ 2

1. The rules and procedures of admission to the college including the admission as a result of confirmation of learning outcomes is determined by the Senate of the University.
2. The admission of students to the Jan Zamoyski College of Humanities and Economics follows upon matriculation and taking an oath. The text of the oath is included in the College Statutes.
3. After matriculation students receive a student card and student record book, which is a fundamental evidence of the course of study and student's achievements. After completing the studies, the record book remains the property of the student.
4. The right to hold a student card is granted to the student until the date of graduation, suspension of student rights or deletion from the list of students, and in the case of graduates of the first degree until 31 October of the completion of these studies. A student who has lost the right to hold a student card is obliged to return it to the University.
5. A graduate of the University receives a diploma of completion and a diploma supplement. The content and form of the diploma and the diploma supplement are set out in separate regulations.

§3

1. Rector is the superior of all the College students
2. The supervision over the course of studies is exercised by Rector.
3. Decisions on matters covered by these regulations shall be taken by the Rector. Student has the right to apply to the Rector for reconsideration within 14 days of the date of the delivery of the decision.
4. The rector decides on matters concerning the order and procedure of studies not covered by these regulations.

§4

College students are represented by the Student Government Representatives of all students at the University are the organs of the Student Government acting under the Act of 27 July 2005

Law on Higher Education (Journal of Laws No. 164, item 1365, as amended), hereinafter referred to as the Act and the Statute of the University.

STUDENT'S RIGHTS AND OBLIGATIONS

§5

1. A student is entitled to:
 - 1) get knowledge in the selected field of study, extend their own scientific interests and to this aim make use of the college facilities, equipment and devices,
 - 2) participate in the research work and join scientific societies conducted by the University,
 - 3) participate in open classes in other fields of study
 - 4) develop their cultural, tourist and sports interests and to for that purpose make use of the university equipment and resources,
 - 5) obtain financial support according to the rules specified by other regulations,
 - 6) applying for a student loan on the basis of separate regulations,
 - 7) make use of medical care and health protection.
 - 8) join student organizations and associations in accordance with the applicable regulations,
 - 9) conduct self-government and social activities,
 - 10) participate in decision-making of college authorities through their representatives,
 - 11) submit to the authorities of the University postulates concerning the program of education, the course of studies, the issues connected with the teaching process and living and housing conditions,
2. Rector at the request of a student with a disability, having regard to the student's disability type, may authorize:
 - 1) changing the way a student take part in classes in particular:
 - a) increasing admissible absences in class,
 - b) establishing an individual organization of studies.
 - 2) participation in classes and examinations of third parties in particular: acting as sign language translators, stenotypists
 - 3) recording classes,
 - 4) changing the organization of the examination session,
 - 5) changing the place, form and duration of the examination,
 - 6) individual conditions for using the library,
3. If, due to a disability, the student is unable to use didactic materials in ordinary printing, the lecturer shall, as far as possible, make available the teaching materials in an alternative form, in particular: reprinted font size, electronic recording, audio recording.
4. For a particularly outstanding attitude and very good academic results a student may receive:
 - 1) scholarship of the minister responsible for higher education for outstanding achievements,
 - 2) Rector's scholarship for the best students,
 - 3) monetary reward,
 - 4) congratulatory letter,
 - 5) praise entered in the record book,
 - 6) recognition,
 - 7) badge for outstanding student.
5. The rules and procedures for awarding the scholarships referred to in sec. 4 points 1 and 2 and the badges referred to in point 7 are specified by separate regulations,
6. The distinctions mentioned in sec. 4, p. 2-6 are made by the rector.

§ 6

1. Students have the right to study other fields or any subject not only at the J. Zamoyski University of Humanities and Economics but also at other universities providing they have obtained the Rector's consent.
2. If a student does not meet the requirements connected with the course of their major field of study, Dean has the right to withdraw the consent to study at other fields of studies.

§ 7

1. With the consent of the Rector, the student may change the course of study if the program differences permit such a transfer.
2. Student may apply for a transfer from full-time studies to part-time studies or part-time studies to full-time ones. The Rector shall decide on the transfer and completion of program differences.

§ 8

1. Students may, with the consent of the Dean, hold part of the studies in the framework of national or international student exchange programmes.
2. Before leaving for another university, the student agrees with the Dean on the programme of study and the conditions of the course.
3. On the basis of the document confirming the credit of the modules of education / subjects together with the list of grades and the number of ECTS credits received, the rector approves of all the credits obtained at other universities.
4. The results achieved are taken into account when calculating the average grade for a given year and the average grade for the entire study period.

§ 9

1. The student may transfer to another higher school if he or she fulfills all the obligations resulting from the regulations in force at the College.
2. A student of another higher education institution may apply for admission to the College in the transfer mode provided all the requirements of the rules of the previous school are fulfilled. The Rector determines the conditions, timing and manner of compensation by the student transferred resulting from programme differences.

§ 10

1. A student admitted to the College as a result of confirmation of learning outcomes is exempted from participation in classes of subjects / modules of education whose learning outcomes were recognized as a result of confirmation of learning outcomes.
2. A student referred to in sec. 1 receives the number of ECTS points assigned to the recognized subject/module. Evaluations obtained through the process of acknowledging learning outcomes are not included in the overall grade point average.
3. Credits obtained as a result of confirmation of learning outcomes are documented in the protocol of verification of learning outcomes, in the card of periodic achievements and in the supplement to the diploma.
4. The person admitted to the College as a result of confirmation of learning outcomes is included in the regular study mode. The Rector appoints for such a student a scientific tutor from among academic teachers, having at least a doctor's degree. The tutor together with the student set the schedule of the individual study plan, which they present to the rector for approval. In the case of a student who fails to fulfill the tasks resulting from the approved plan and the established organization of the course of studies, the provisions of these rules apply respectively to the completion of the semester of studies.

§11

1. A student who has completed the first year of study and has outstanding talents, especially in the subject area, may be permitted an individual system of studies in compliance with his or her individual study program. Setting up an individual study program consists in expanding the range of knowledge in the subject area, changing the profile of a specialty, or participating in research and development.
2. The decision referred to in para. 1 Rector issues at the request of the student concerned.
3. The Rector appoints the academic tutor for a student from among academic teachers with at least a doctor's degree.
4. The tutor together with the student set the schedule of the individual study program, which they present to the rector for approval. The program should take into account the learning outcomes specific to a given field and the student's individual interests.

§12

The Rector may apply an individual organization of studies in a semester or a year to single-parent students, children with disabilities, those on health-care leave and in other justified cases. It consists in setting individual deadlines for the fulfillment of the didactic duties resulting from the study plan and possible dismissal from participation in certain activities. The application of an individual study organization can not lead to an extension of the graduation date.

§ 13

1. It is the student's responsibility to make full use of the educational opportunities offered by the College and the conduct of the oath and the rules of study.
2. In particular, the student is obliged to:
 - 1) gain knowledge and skills,
 - 2) active participation in didactic classes,
 - 3) timely exam taking and credits as well as fulfilling other didactic duties provided for in the study plan,
 - 4) regulating financial liabilities towards the College,
 - 5) compliance with the regulations in force at the College.
3. The student is obliged to notify the Dean's Office about the change of his marital status, name or address immediately. In the event of the student's failure to notify about the change of name or address, any letters delivered to the previous address shall be regarded as delivered.

§ 14

1. Upon the written request of the student, Dean may grant a student's leave.
 - 1) long-term
 - 2) short-term
2. Student may receive leave from classes in the event of:
 - 1) long-term illness,
 - 2) baby birth or care of it,
 - 3) study abroad,
 - 4) other important circumstances or difficult financial situation.

§ 15

1. Long-term leave is granted for a period of one year and may be awarded to the student after completing the semester subject to paragraph. 2, no more than twice during the entire study period.
2. In cases justified by health or other important circumstances, leave may be granted at any time during the academic year, provided that, in such a case, a student after a leave undertakes studies at the beginning of the semester on which the leave has taken place.
3. A returning student is obliged to complete any program differences if such occur within the scope and within the time limit set by the Rector.

§ 16

1. Short-term leave is granted for a period not exceeding two months.
2. Short-term leave does not relieve the student from the obligation to obtain credits and pass the exams of subjects / modules of education included in the study plan of the semester.

§ 17

1. The fact of taking the leave must be registered in the student book of courses.

2. During the leave, the student is entitled to all students' rights. The right to obtain financial support is specified by other regulations.
3. During the leave, the student is entitled to attend certain classes, obtain credits and take examinations.
4. The student studying at two fields of study is entitled to a student's leave from either both of these fields at the same time or only from one of them.

§ 18

1. Studies at the College are paid.
2. The amount, rules, procedures and deadlines for payment of fees shall be governed by the resolutions of the Senate and by the Chancellor.
3. The College concludes written agreements with the students for the provision of educational services.

§ 19

For violating the regulations in force at the College and for acts that violate the student's dignity, the student shall be disciplined under the rules set out in the Act..

STRUCTURE OF THE STUDIES

§20

1. A
academic year starts on 1 October and lasts until 30 September next year. It is divided into two semesters: winter and summer.
2. Academic year comprises:
 - 1) classes lasting 30 weeks in total,
 - 2) examination periods lasting 5 weeks at least,
 - 3) a period of practice stipulated by study programmes,
 - 4) holidays lasting 10 weeks altogether including one week of mid - semester break.
3. The organization of the academic year is determined by the rector and announced not later than three months before the start of the academic year.
4. The Rector may announce within the academic year days and hours free of classes.
5. The Rector in consultation with competent bodies of the student's self - government may appoint tutors of the whole year and a group of students.

§21

1. The organization of the didactic process at a given field of study is a Senate-mandated educational program that includes expected learning outcomes and a study programme (including a plan of studies) describing the learning process leading to these effects. The study programme determines in particular the duration of studies, the ECTS dimension necessary to obtain the expected qualification, the list of subjects / training modules and the form of their implementation, the content of the training provided within the subjects / modules, the description of the subject / module learning outcomes and the way they are verified in this form rules of obtaining credits, the list of literature, and the size and principles of compulsory apprenticeship. Educational programs are posted on the University's website or e-learning platform every year before the start of the academic year.
2. A detailed schedule and staffing should be announced to students not later than 5 days before the beginning of the semester by posting on the website or e-learning platform of the University.
3. The main medium of instruction is the Polish language. The education programme may allow the teaching of selected subjects / modules of learning in a foreign language. Mandatory subjects / modules can be taught in a foreign language if this is due to the specific field of study or when they are also taught in Polish. The education programme may permit taking certain examinations including diploma ones and the submission of diploma theses in a foreign language. A diploma thesis written in a foreign language must be accompanied by a

translation or a comprehensive summary in Polish.

Completion of a semester

§ 22

1. The assessment period covers a semester.
2. The requirement to complete the semester is to meet all the requirements of the program of study for a given period of study.
3. The completion of the winter semester should take place not later than March 30.
4. The completion of the summer semester should take place no later than 30 September.
5. The student taking exams and credits is required to produce a record book and a card of periodic achievements.
6. Assessment of all exams and credits are entered in the student's record book, periodic student achievement card and the protocol. Entries on the card of periodic achievements, in the record book and protocol of the completion of the module / subject are the basis for obtaining the completion of the semester.

§ 23

1. At the completion of subjects / modules of study and examinations, the following scale of marks shall be used:

In words	In figures	In ECTS system
Very good	5,0	A
good plus	4,5	B
good	4,0	C
pass plus	3,5	D
pass	3,0	E
fail	2,0	F

2. In the case of subjects / modules ending with a credit without a mark in the record book, a periodic student achievements card and the appropriate protocol, the following shall apply: pass- passed, fail -failed.
3. The grade point average of the student during the study period is the arithmetic average of the positive and negative marks obtained from the exams at all dates and grades from the subjects / modules not covered by the exam and finishing with the grade. The average is rounded to two decimal places. If part of the student's studies took place at another university, the grade for the subjects / modules obtained at that university is also included in the grade. If you repeat the semester only grades from the completed semester are included in the grade point average.

§ 24

1. To The subjects / modules of the education and the practice covered by the study plan are assigned the points of the European Credit Transfer and Accumulation System (ECTS). The number of ECTS credits allocated to individual subjects / modules reflects the student's workload required to complete the subject / module. The workload covers both the student's work during the classes organized at the College and his own work.
2. The condition of obtaining points assigned to a given object / module is to achieve the assumed learning outcomes confirmed by crediting the subject / module of education.
3. The total number of points assigned to all subjects / modules in each semester of study, including student internships included in the study plan, should be 30.
4. During the entire study period, the student must obtain a score not less than the number obtained from the multiplication of the planned duration of the course, measured in semesters, by 30. The detailed rules for awarding ECTS for particular subjects / modules are set by the Senate.

§ 25

1. A prerequisite for obtaining a credit in a given subject is participation in classes, receiving a positive mark in tests and passing an examination if it is required in the programme of studies.

2. A detailed scope of requirements in specific subjects / required reading list indispensable for theoretical knowledge and abilities, tests or other forms of assessment, etc./ is defined and announced by the teacher of the subject before the commencement of the classes.
3. Students' presence is compulsory in classes, proseminars, seminars, lectures, laboratory classes and practices. Absence of a student during compulsory classes should be justified. Short-term absence in class is justified by the teacher conducting the subject / module. In case of doubt or lack of documentation about justification of short-term absence, the rector decides. The manner and the deadline for the arrears of absences shall be determined by the tutor at the beginning of the semester.
4. Student apprenticeship is completed on condition that it is done within the prescribed time limit and when a student demonstrates the knowledge, skills and social competence for which the practice was organized.
5. The organization and assessment of apprenticeship is dealt with by the rector's proxy for apprenticeship.. The course of apprenticeship is documented in the diary of the internship.. Internship is based on the entry in the diary of the internship, certified by the person responsible for the practice at the place of practice. The journal entry should include: the date of the internship and the quality of the student's work.
6. A professionally active student may be exempted from his / her professional practice after presenting a certificate from the place of employment, provided that the work performed allows to obtain the assumed learning outcomes specified in the education programme.
7. Formal expression of the completion of the apprenticeship is the entry in the record book by the Rector's proxy for apprenticeship.

§ 26

1. The examination is conducted by the teacher of the subject in the examination session. In exceptional circumstances, Dean may set another date of the examination or appoint another teacher of the same or similar subject to conduct the examination.
2. The dates of examinations are defined by Dean in consultation with the examiner and an adequate body of students' self - government. The timetable of examinations must be announced not later than two weeks before the beginning of the examination session, which constitutes a sufficient period for the preparation for examinations.
3. The student may take the exam before the examination session with the permission and within the time limit set by the instructor / module.
4. Examination in each subject included in the programme of studies is conducted and assessed separately. If a subject is taught by more than one tutor, Dean appoints the examiner. The student is obliged to obtain a credit before taking an examination in the subject if classes are held in the subject.
5. The results of exams and examinations shall be announced no later than 14 days after the date of the examination or credit given in a manner agreed with the students, in particular by making entries in the student's record book and student progress cards or making available on the Internet.
6. Provisions of par. 1, 2, 3 and 4 apply respectively to subjects / modules ending in the credit.

§ 27

1. If the student receives a failing mark in the examination, he is entitled to re - sit once every examination he has failed.
2. The date of the re - sit must not be set earlier than ten days from the date of failing the examination.
3. If the subject / module ends with a credit, the student is entitled to three credit terms. The provisions of par. 2 shall apply respectively to the student who did not obtain a credit within the first time.

§ 28

1. In order to be enrolled for the next semester, the student leaves his student record book in the dean's office immediately after obtaining a sufficient number of credits for a given semester and passing all required examinations but not later than on the last day of examination

session.

2. The Rector, in justified cases, may agree to an extension of the deadline for the examination session.
3. If the student's absence during the examination held at a specified time is not excused, the student receives a failing mark.
4. Provisions of par. 3 apply respectively to a student who has not been allowed to the exam because he or she did not receive a credit in a subject / module of the course.
5. If the subject / module is completed for more than one semester of study and the student has not received a passing grade in one of the semesters so he / she is not allowed to take the examination in that subject / module /. Respectively provisions of par. 3 are applied.
6. If the student fails to come to obtain a credit within the set time limit without justification he or she loses one credit term.
7. In justified cases, the rector may renew the examination time to a student who has not taken the exam or passed on a schedule. The application for renewal should be submitted within 7 days of the reason for failure to take an exam or credit.

§ 29

1. At the written request of the student, in which the student makes a substantiated objection to the impartiality, form, mode or course of credit of the subject / module or exam, the rector may order the verification of the student's results by the Examination Board, which should take place within no more than seven days From the date of submission of the application.
2. The application for the verification of the student's results by the Examination Board must be lodged by the student within seven days from the re - sit or from the date of failure to obtain the credit.
3. The examination is held before the Examination Board which consists of:
 - Rector as the Chair or an academic teacher delegated by him holding at least a postdoctoral degree
 - the examiner who conducted the previous examination or the teacher who refused to grant the credit to the student
 - another specialist in the examination subject or a specialist in a related subject
 - upon the student's request, a representative of the student self - government may be elected as an observer
4. The examination is an oral examination. In special cases, justified by the character of the subject, the rector may set up another form of examination or credit. The decision of the Examination Board is final.
5. In relation to a student who has not passed the exam in front of the Examination Board, the Rector shall take a decision in accordance with § 30

§ 30

1. In the event of the student's failure to obtain the number of credits for the whole year or semester, the Rector may resolve as follows:
 - 1) conditional entry
 - 2) referring to the repetition of the module / subject
 - 3) give the approval for the repeating of the academic year (semester).
 - 4) strike off the student from the register
 - 5)
2. The decisions referred to in para. 1 point 1, 2 and 3 shall be taken by the rector at the request of a student.
3. The maximum deficit of ECTS credits in the academic year resulting from the decisions referred to in para.1 points 1 and 2 can not exceed 12 points.

§ 31

1. Conditional entry for the subsequent semester (year) imposes an obligation on the student to take the examination or obtain credits during the period determined by the Rector
2. A conditional entry can not include more than three exams (or exams and credits) per academic year and no more than two exams (or exams and credits) in a semester.
3. The date of conditional credit shall be determined by the rector, but the period must

finish before the beginning of the subsequent examination session

4. If the student, having been granted the conditional entry for the next semester, receives a failing mark in the examination (does not obtain a credit), he is entitled to seek the approval for the repeat of the subject.

§ 32

1. Repeating a subject / module consists in the fact that at the request of a student who has not received a credit in no more than two modules / subjects, the rector may allow entry for the next semester(s), with the obligation to pass a failed subject / module or subjects / modules in the corresponding semester of the following academic year subject to paragraph 4.
2. In the case of such a change of the study plan, which makes it impossible to repeat the failed subject / education module, the rector determines the way of his / her credit.
3. If the repeated subject / module or subjects/ modules were not passed, the student may only apply for the repetition of the semester in which the subject / module is included in the study plan.
4. The decision referred to in para. 1 student can get for at most two subjects / modules during the entire study period.
5. The student who was granted the approval to repeat the subject is obliged to pay a tuition fee at the amount specified in other regulations.

§ 33

1. The student who repeats the semester is obliged to repeat all subjects / modules of the given course covered by the study plan in the repeated semester. In the case of a change in the curriculum, the student is obliged to supplement the curricular differences within the scope and time set by the rector.
2. At the request of the student repeating the semester, the Rector may decide to recognize the credits and the completed exams, in relation to the subjects / modules included in the first term for the least good grade. In other cases the decision to complete the classes is taken by the academic teacher conducting the classes.

§ 34

1. The Rector strikes off the student from the register, in case of:
 - 1) not undertaking studies
 - 2) resignation from studies,
 - 3) failure to submit the diploma thesis or passing the diploma examination within the time limit
 - 4) punished by disciplinary expulsion from the College.
2. The Rector may delete a student from the student list in the case of:
 - 1) a lack of progress in learning,
 - 2) failure to complete the semester within the deadline specified in § 22
 - 3) not paying fees related to the study.
 - 4) the student does not sign a contract with the College about conditions of payment for studies or educational services.
3. The deletion due to the reason referred to in subparagraph 1 (1) shall be made if the person who has been admitted to study has failed to report to the Rector's Office within the specified time limit in order to sign the vows.
4. Deletion for the reason referred to in para. 1 point 2 occurs if the student submits a written declaration of resignation from the studies. The student submits the resignation statement personally or through an authorized person. The authorization should include confirmation of the authenticity of the signature of the person authorized by the notary.
5. Deletion for reasons mentioned in sec. 2 point 1 may occur if the student does not complete the same semester for the second time.
6. The procedure for deleting a student from the list of students begins with informing about the expected deletion from the list of students and setting a time limit by which the student can explain the situation. In the absence of grounds for withdrawing from the intention of deletion, the rector decides to remove the student from the list of students and hand it over to

the student. The student is entitled to a request for reconsideration of the case within 14 days of the date of service of the decision. This decision is final.

§ 35

1. A person who has stopped studying or has been removed from the list of students may resume his studies in the same field of study or, in exceptional cases, in a related field.
2. In the decision to resume the studies, the Rector, guided by the learning outcomes obtained, determines the terms and the semester of studies to which he or she is admitted.

The thesis and the final examination

§ 36

1. The student completes his study by writing his thesis under the supervision of an academic teacher having at least a doctoral degree called a supervisor. The choice of a graduate seminar is left for the student to make. Prerequisites for completing the final semester is submitting a thesis.
2. The thesis topic set by the supervisor should be approved within the time and procedure specified by the Rector.
3. In the event of a prolonged absence of the supervisor, causing the postponement of the deadline of submitting the thesis, the rector is obliged to appoint an academic teacher who will undertake the task of directing the work.

§ 37

1. The student submits a diploma thesis in both printed and electronic versions. The number of print copies is determined by the rector.
2. By submitting a diploma thesis, the student submits a statement on the authorship of the work, containing a clause on the consequences of the student's assignment of someone else's work (or excerpts) or other research or conceptual results.
3. The thesis is evaluated by the supervisor and one reviewer appointed by the rector of the group of academic teachers with at least a doctoral degree. The grading scale specified in § 23 subpar. 1.
4. In the event of the divergence of the supervisor's and reviewer's opinion regarding the admission of the student to the final examination, Dean resolves the problem in consultation with another reviewer.

§ 38

1. Students are obliged to submit their thesis by:
 - 31 March for the studies finishing in the winter semester
 - 30 September for the studies finishing in the summer semester.Subject to paragraph 2
2. At the legitimate request the student may extend the deadline for submitting the thesis for a period not longer than 4 months from the deadline referred to in sec. 1.
3. In the case of a student who did not submit his thesis within the time limits specified in sec. 1 or paragraph. 2 Rector decides:
4. 1) to refer to repeating the last semester of study or
2) delete from the student list.
5. The decision referred to in paragraph 3 (1) shall be issued by the rector at the request of the student. The provisions of §33 shall apply accordingly.

§ 39

1. A prerequisite for admission to Bachelor's examination is:
 - 1) obtaining credits of all subjects / modules of education and practices covered by the program of studies,
 - 2) to receive a positive assessment of the thesis.

2. The date of taking the Bachelor's examination is determined by Dean but not later than 1 month from the date of the presentation of the thesis.

§ 40

1. The diploma examination is an oral examination. It takes place before the board composed of the chairman, promoter and reviewer of thesis. When assessing the diploma exam, the assessments as in § 23 par. 1.
2. The board for the diploma examination shall be chaired by the rector or by an academic teacher delegated by him.
3. At the diploma exam, the student should be knowledgeable in the field of study of the subject and issues connected with the diploma thesis
4. At the end of the diploma examination, the board shall determine the grade on the basis of the arithmetic mean of the grades obtained for each question. When determining the assessment of the examination, the assessment scale defined in § 23 subparagraph 1 shall apply.
5. About the result of the diploma examination the board decides by the majority of votes. In the event of a discrepancy in the assessment of the outcome of the diploma exam, the chairperson decides.
6. In the event of a failure or unexcused absence from a diploma exam within the set time limit, the rector shall designate the second date of the examination as final.
7. In the event of a failure of a satisfactory grade, the provisions of §38 par. 3-4. are applied.
8. At the request of a student or supervisor, the diploma examination may be an open examination. This application should be submitted at the time of submitting the diploma thesis. The decision is taken by the Rector. Participants in the diploma examination who are not part of the diploma examination board can not ask questions or participate in deliberation.

§ 41

1. The completion of studies takes place at the time of the completion of the diploma exam with at least satisfactory results.
2. The basis for calculating the final result of studies are:
 - 1) grade point average, calculated according to § 23 par. 3;
 - 2) the arithmetic mean of the grades issued by the supervisor and thesis reviewer;
 - 3) grade from the diploma exam.

The final result is the sum of the 0.6 rating listed in 1) and 0.2 of each of the evaluations listed in pt. 2) and 3). The result is rounded to two decimal places.

3. In the diploma of graduation, the final result of studies shall be entered in accordance with the principle:
 - up to 3.50 - satisfactory,
 - over 3.50 to 3.75 satisfactory plus,
 - over 3.75 to 4.20 good,
 - over 4.20 to 4.45 good plus,
 - over 4.45 very good
4. Alignment to the assessment referred to in paragraph 3 only concerns entry to the diploma. All other certificates shall state the actual result of the studies as calculated in paragraph 2.

§ 42

1. After completing the diploma examination, the student loses his / her student's privileges, subject to paragraph 2.
2. A person who has completed a first-cycle studies retains the student's right until 31 October of the year in which he or she completed the studies, excluding the right to financial assistance referred to in Article. 173 act.
3. The graduate is required to return a clearance slip before receiving his / her graduation diploma. The Rector can distinguish a graduate with a special recognition diploma. The model of the diploma is defined by the Senate.

CONDITIONS AND MODE OF PARTICIPATION IN CLASSES FOR OUTSTANDING STUDENTS

§ 43

1. Outstanding gifted students of secondary schools may participate in the courses offered in the course of study in the fields of their aptitudes. An application for admission of a student to attend classes is submitted by the headmaster of the school. The decision is made by the Rector. The Rector may appoint a student's academic tutor from among academic teachers.
2. A secondary-school student who has obtained the consent of the rector referred to in sec. 1 participates in the course and obtains the module / course credit according to the rules for college students. Obtained credits are documented in a separate credit protocol. The student receives a certificate issued by the rector informing them of the credit.
3. The student admitted to study in the field of study in which he participated in the classes prior to commencement of studies is exempted from the obligation to complete the classes that he had previously completed.

FINAL PROVISIONS

§44

Rules and Regulations come into effect on 1 October 2015.

ACADEMIC CALENDAR

Detailed structure of the academic year 2016/2017

1. WINTER SEMESTER

Lasts from 1 October 2016 to 22 February 2017 and includes:

classes - from 1 October 2016 to 21 December 2016

winter holidays - from 22 December 2016 to 06 January 2017

classes - from 07 January 2017 to 01 February 2017

winter examination session - from 07 January 2017 to 15 February 2017

mid - semester break - from 16 February 2017 to 22 February 2017

re - sits take place in the winter examination session and last to 31 March 2017.

Detailed dates of the examinations are determined by Deans of Faculties. Examination dates cannot clash with classes. Student record books and examination record cards must be submitted to the Dean's Office by 31 March 2017.

2. SUMMER SEMESTER

lasts from 23 February 2017 to 30 June 2017 and includes:

classes - from 23 February 2017 to 12 April 2017

spring holidays - from 13 April 2017 to 19 April 2017

classes - from 20 April 2017 to 21 June 2017

summer examination session - from 22 June 2017 to 30 June 2017

Summer holidays - from 01 July 2017 to 30 September 2017.

Detailed dates of the examinations are determined by Deans of Faculties. Examination dates cannot clash with classes. Student record books and examination record cards must be submitted to the Dean's Office by 30 September 2017.

3. Other free periods:

02 November 2016 and 02 May 2017.

CHAPTER VI THE CONTENTS OF STUDY COURSES

ADMINISTRATIVE LAW – DETAILED ISSUES

Name of subject: Administrative Law – detailed issues

Code: WSH-E/Adm.st./pradmszcz/16 or WSH-E/Adm.zaocz./pradmszcz/16

Taught by: dr Katarzyna Stanik-Filipowska
mgr Edyta Szłacha

Subject status: obligatory

Semester: III

Total number of hours: F. 60, P. 30

Number of credit points : 5

Course objectives: discussion of nature and position of Substantive Law in the system of Administrative Law and analysis of selected issues of Detailed Substantive Administrative Law

Course contents:

- nature and position of Substantive Law in the system of Administrative Law
- selected issues of Detailed Substantive Administrative Law
- human rights; civil rights and freedoms prawa człowieka, prawa i wolności obywatelskie in the context of right of public gathering, right of forming public associations, public benefit activity, protection of personal data and system of public information
- spreading information: Press Law, Radio and Television Law, legal regulations related to the Polish Press Agency; Confidential Information Protection Act
- public law and order, in particular environmental protection, protection from noise, water protection, animals and plants protection
- administration in emergency situations – principles of public authorities functioning vs. limitation of civil rights and freedoms
- Public Law limitations of ownership rights, especially area planning, limitations of building activity and expropriation
- legal licencing of economic activity: objective and subjective area, principles of registering commercial activity, licensed commercial activity, legal bases and legal form of decisions related to commercial activity, analysis of the Freedom of Commercial Activity Act of July 2nd 2004 (Dziennik Ustaw 2004, No 173, clause 1807) (

Readings:

M. Wierzbowski, Z. Cieślak, J. Jagielski, J. Lang, M. Szubiakowski, A. Wiktorowska, *Prawo administracyjne*, Warszawa 2003 r.;

I. Lipowicz, Z. Niewiadomski, K. Strzyczkowski, G. Szpor, *Prawo administracyjne. Część materialna*, Warszawa 2004 r.;

J. Szreniawski, *Prawo administracyjne. Część szczegółowa*, Bydgoszcz 1997 r.;

Z. Leoński, *Materialne prawo administracyjne*, Warszawa 2000 r.;

G. Szpor, *Wolność informacji i jej granice*, Katowice 1997 r.;

H. Izdebski, *Fundacje i stowarzyszenia. Komentarz. Orzecznictwo*. Skorowidz, Warszawa, 2003 r.;

J. Supernat, *Instrumenty działania administracji publicznej*, Wrocław 2003 r.;

M. Górski, *Ochrona środowiska jako zadanie administracji publicznej*, Warszawa 2003 r.;

Z. Niewiadomski, *Planowanie przestrzenne. Zarys systemu*, Warszawa 2003.

ADMINISTRATIVE LAW – GENERAL ISSUES

Name of subject: Administrative Law – general issues

Code: WSH-E/Adm.st./pradmog/16 or WSH-E/Adm.zaocz./pradmog/16

Taught by: dr Katarzyna Stanik-Filipowska
mgr Edyta Szłacha

Subject status: obligatory

Semester: II

Total number of hours: F. 60, P. 30

Number of credit points : 5

Course objectives: discussion of nature and position of Substantive Law in the system of Administrative Law and analysis of selected issues of Substantive Administrative Law

Course contents:

- genesis and development of Administrative Law
- nature and position of Substantive Law in the system of Administrative Law; sources of Administrative Law
- concept of Administrative Law
- types of norms in Administrative Law
- Administrative Law relationship
- constitutional principles of functioning of public administration
- legal forms of functioning of public administration: a/ general acts of public administration institutions b/ individual administrative acts; c/ other legal forms of administration functioning
- system of public administration institutions – analysis of basic functions and competencies
- characteristics of basic principles of administration controls

Readings:

M. Wierzbowski, Z. Cieślak, J. Jagielski, J. Lang, M. Szubiakowski, A. Wiktorowska, *Prawo Administracyjne*, Warszawa 2003 r.;

I. Lipowicz, Z. Niewiadomski, K. Strzyczkowski, G. Szpor, *Prawo administracyjne. Część materialna*, Warszawa 2004 r.;

J. Szreniawski, *Prawo administracyjne. Część szczegółowa*, Bydgoszcz 1997 r.;

Z. Leoński, *Materialne prawo administracyjne*, Warszawa 2000 r.;

J. Supernat, *Instrumenty działania administracji publicznej*, Wrocław 2003 r.;

M. Gromadzka - Grzegorzewska, *Narodziny polskich nauk administracyjnych*, Wydawnictwa UW, Warszawa 1985 r.;

H. Izdebski, *History of Administration*, Warszawa 1984 r.;

H. Izdebski, *Współczesne modele administracji publicznej*, Warszawa 1993 r.;

M. Stahl, *Materialne prawo administracyjne. Pojęcia, instytucje, zasady*, Warszawa 2002 r.;

System prawa administracyjnego, pod red. J. Starościaka, Wrocław 1977 r..

ADMINISTRATIVE PROCEEDINGS

Name of subject: Administrative proceedings

Code: WSH-E/Adm.st./postadm/16 or WSH-E/Adm.zaocz./postadm/16

Taught by: dr Zbigniew Kmiecik

Mgr Paulina Majewska

Subject status: obligatory

Semester: V

Total number of hours: F. 60, P. 30

Number of credit points : 5

Course objectives: acquainting the students with the way of issuing and questioning administrative acts, i.e. which in individual cases decide the public rights and duties of individually named entities located outside the system of administration; particular stress is placed on the rights of parties involved

Course contents:

- Genesis and development of administrative proceedings and administrative judiciary in European countries
- System of administrative law
- Range of application of administrative proceedings
- Strict concept of administrative proceedings, called jurisdiction proceedings
- General principles of administrative proceedings
- Institutions carrying out jurisdiction proceedings
- Proceedings participants
- Mail delivery, summons, deadlines
- First instance proceedings
- Appeal and complaint proceedings

- Extraordinary proceedings
- Legal measures applied *ex officio*

Readings:

- Z. R. Kmieciak: *Postępowanie administracyjne i postępowanie sądowno-administracyjne*, Zakamycze 2003
- K. Chorąży, W. Taras, A. Wróbel: *Postępowanie administracyjne, sądownoadministracyjne i postępowanie egzekucyjne w administracji*, Zakamycze 2004
- B. Adamiak, J. Borkowski: *Postępowanie administracyjne i sądownoadministracyjne*, Warszawa 2004
- M. Jaśkowska, A Wróbel: *K.p.a. Komentarz*, Zakamycze 2000

AGRICULTURE AND FOOD INDUSTRY MANAGEMENT

Name of subject: Agriculture and Food Industry Management

Code: WSH-E/Adm.st./zarzroIn/16 or WSH-E/Adm.zaocz./zarzroIn/16

Taught by: dr Leszek Kuczek

Subject status: obligatory

Semester: VI

Total number of hours: F. 50, P. 30

Number of credit points: F. 4, P. 3

Course objectives: acquainting the students with the questions of agriculture and food industry management in relation to national and EU law

Course contents:

- agricultural law in the Polish legal system
- sources of Polish and EU agricultural law
- agricultural system of Poland
- shaping of the environment in the context of activation of agricultural areas and development of agriculture
- integrated system of management and control in agriculture
- balanced development of rural areas
- managing farming real estate (farms) and state-owned forests
- general and special trading in farming real estate
- shaping of homogenous agricultural markets economic activity of farming producers and ways of organising them
- public interventionism in the area of shaping Common Agricultural Policy

Readings:

- A. Oleszko, *Prawo rolne*, Zakamycze 2004
- (red.) J. Jucewicz, *Wspólna Polityka Rolna. Zagadnienia prawne*, Warszawa 2004
- (red) A. Stelmachowski, *Prawo rolne, wyd. 2*, Warszawa 2005
- A. Oleszko, B. Jeżyńska, P. Mikołajczyk, R. Pastuszko, *Prawo rolne. Zbiór przepisów*, Zakamycze 2005.

ARRANGEMENT AND BANKRUPTCY LAW

Name of subject: Arrangement and Bankruptcy Law

Code: WSH-E/Adm.st./prukl/06 or WSH-E/Adm.zaocz./prukl/06

Taught by: dr

Subject status: obligatory

Semester: VI

Total number of hours: F. 40, P. 30

Number of credit points : 4

Course objectives: acquainting the students with legal mechanism of bankruptcy as an element of economic life

Course contents:

concept, aim and function of bankruptcy, bankruptcy capacity; bankruptcy prerequisites; proceedings concerning bankruptcy announcement; types of bankruptcy proceedings; legal consequences of bankruptcy announcement; legal status of bankruptcy trustee, court supervisor and receiver in bankruptcy; course of bankruptcy proceedings including disposing of assets of bankrupt entity; protection of creditors; division of

bankrupt estate's funds; course of bankruptcy proceedings with possible settlement arrangement; legal character of settlement arrangement; protection of creditors in settlement arrangement proceedings; acceptance and confirmation of settlement arrangement; fulfilling the arrangement provisions; concept and types of separate bankruptcy proceedings; concept and general characteristics of rehabilitation procedures.

Readings:

F. Zedler, *Prawo upadłościowe i naprawcze w zarysie*, Zakamycze 2004; A. Jakubecki, *Prawo upadłościowe i naprawcze, Wprowadzenie*, Zakamycze 2003.

Students' assessment method: written examination

BANK CONTRACTS

Name of subject: Bank Contracts

Code: WSH-E/Adm.st./umbank/16 or WSH-E/Adm.zaocz./umbank/16

Taught by: dr Eliza Komierzyńska-Orlińska

Subject status: obligatory

Semester: IV

Total number of hours: F. 20, P. 10

Number of credit points : 1

Course objectives: Acquainting the students with the kinds and characteristic features of contracts applied in the Polish banking law.

Course contents:

- Loan contract
- Credit contract
- Bank account contract
- Contract of surety
- Bank guarantee

Readings:

E. Fojcik – Mastalska, *Prawo bankowe. Komentarz*, Warszawa 2002.

A. Jakubecki, J. Mojak, E. Niezbecka: *Prawne zabezpieczenie wierzytelności bankowych.*, Krakow 2000.

J. Mojak, Z. Żywko, *Podstawy prawa bankowego*, Zamość 2002.

Encyklopedia prawa bankowego, Warszawa 2002.

BASICS OF CIVIL LAW- GENERAL ISSUES, PROPERTY LAW

Name of subject: Basics of civil law- general issues, property law

Code: WSH-E/Adm.st./podprcywogr/03 or WSH-E/Adm.zaocz./podprcywogr/03

Taught by: dr Katarzyna Stanik-Filipowska

Subject status: obligatory

Semester: III

Total number of hours: F. 60, P. 30

Number of credit points : F. 5, P. 4

Course objectives: making the students acquainted with those basic institutions of Civil Law which function in all its spheres and play a significant role in the whole legal system. The students also get acquainted with the area of Family Law. They are also expected to get to know the systematics of the Code of Civil Law and its major regulations.

Course contents:

GENERAL ISSUES

- General characteristics of Civil Law
- Sources and determining factors of Civil Law contents
- Interpretation and application of Civil Law
- Civil Law relationship
- Subjective Right
- Subject of Civil Law relationship
- Subjects of Civil Law
- Legal proceedings
- Representation
- Expiration and Final Date Limit

PROPERTY LAW

General information on property law

1. concept of property law
 2. material objects as object of property law
 3. property laws
- Idea of ownership, its contents and execution
 1. idea of ownership
 2. neighbour relationships
 - Acquisition and loss of property
 1. transfer of ownership
 2. acquisitive prescription
 - Shared ownership
 1. concept of shared ownership and its types
 2. shares of co-owners
 3. managing shared property
 4. annulment of shared ownership
 - Ownership of premises
 - Protection of ownership
 1. types of claims
 - Limited property rights
 - Perpetual usufruct
 - Servitudes
 - Cooperative premises property right
 - Mortgage
 - Pledge/Deposit
 - Ownership
 - Property court register

Readings:

- Filipiak T. A, Mojak J., Nazar M., Niezbecka E, *Zarys prawa cywilnego*, Lublin 2005
- Radwański Z., *Prawo cywilne - część ogólna*, Warszawa 2004
- Wolter A., Ignatowicz J., Stefaniuk K., *Prawo cywilne. Zarys części ogólnej*, Warszawa 2001
- Doliwa A., *Prawo rzeczowe*, Warszawa 2004
- Ignatowicz J., Stefaniuk K., *Prawo rzeczowe*, Warszawa 2003
- Andrzejewski M., *Prawo rodzinne i opiekuńcze*, Warszawa 2004
- Ignatowicz J., Nazar M., *Prawo rodzinne*, Warszawa 2005
- *Kodeks cywilny i inne akty prawne (wprowadzenie Radwański Z.)*, Warszawa 200

BASICS OF CRIMINAL LAW AND MINOR OFFENCES LAW

Name of subject: Basics of Criminal Law and Minor Offences Law

Code: WSH-E/Adm.st./podprkarwyk/16 or WSH-E/Adm.zaocz./podprkarwyk/16

Taught by: dr hab. Marek Kulik

Subject status: obligatory

Semester: III

Total number of hours: F. 50, P. 20

Number of credit points : F. 4, P. 3

Course objectives: acquainting the students with the contents and major principles of substantive criminal law.

Course contents:

- Concept of crime (material and formal crime)
- Types of criminal behaviours (criminal attempt, preparation of crime, unassisted perpetration of crime, inducing to crime, being an accessory, provocation)
- Countertypes (lawful defence, state of emergency, experiment, mistake, insanity)
- Punishment and punitive measures
- Sentence severity guidelines
- Extraordinary mitigation or aggravation of punishment, jail sentence
- Repeat offence (special, basic, continual)

- Probational measures (conditional discontinuance of proceeding, conditional suspension of sentence, conditional release on probation)
- Combined sentence
- Proreective measures
- Prescription of crime, erasion of conviction entry
- Glossary (Clause 115 of the Penal Code)
- Selected detailed issues (crimes against humanity, the Republic of Poland, life and health, human safety and against freedom)
- Concept of minor offence, applicable punishments
- Magistrate court proceedings

BASICS OF ECONOMICS

Name of subject: Basics of economics

Code: WSH-E/ Adm.st./podekon/16 or WSH-E/ Adm.zaocz./podekon/16

Taught by: dr Jan Waszczyński

Subject status: obligatory

Second Term

Total number of hours: F. 30, P. 20

Number of credit points : F. 2, P. 1

Course objectives: Presentation of basic economic categories, providing knowledge necessary for understanding main economic processes and phenomena; presentation of mechanisms creating these phenomena; drawing attention of future administartion workers to economic factors in the decision-making process

Course contents:

- Economics as a science
- Major members of market economy
- Market microanalysis:
- Theory of rational consumer behaviour
- Thory of enterprise functioning
- Creating and division of national income
- Money economy:
- Budget and government fiscal policy
- Inflation and unemployment:
- Country's payment balance and foreign exchange

Readings:

1. D. Begg, S. Fischer, R. Dornbusch: *Mikroekonomia*. Warszawa 2000.
2. D. Begg, S. Fischer, R. Dornbusch: *Makroekonomia*. Warszawa 2000.
3. S. Duda, H. Mamcarz, A. Pakuła: *Ekonomia*. Lublin 2000.
4. *Ekonomia* (red. J. Beksiak). Warszawa 2001.
5. *Ekonomia. Podręcznik dla studiów licencjackich* (red. W. Caban). Warszawa 2001.
6. *Elementarne zagadnienia ekonomii*, (red. R. Milewski). Warszawa 2000.
7. D.R. Kamerschen, R.B. McKenzie, C. Nardinelli: *Ekonomia*. Gdańsk 1991.
8. M. Nasilowski: *System rynkowy. Podstawy mikro- i makroekonomii*. Warszawa 2001.

BASICS OF INTERNATIONAL PUBLIC LAW

Name of subject: Basics of international public law

Code: WSH-E/ Adm.st./podprmiędzpub/16 or WSH-E/ Adm.zaocz./podprmiędzpub/16

Taught by: dr hab. Prof. Roman Kwiecień

Subject status: obligatory

Semester: II

Total number of hours: F. 30, P. 20

Number of credit points : 4

Course objectives: acquainting the students with the principles and major institutions of the international legal order and the meaning of international law for the law of particular countries

through presentation of the legal status of the subjects of international contacts and those legal regulations included in international law which refer to contacts between countries

Course contents:

- Characteristic features of international law
- Basic principles of international law
- Codification of international law
- Types of sources of international law
- Treaty Law
- Subjectivity in international law
- Status of countries in international law
- Status of international organisations in international law
- Other international law entities
- Status of population in international law
- International human rights protection
- Territory in international law
- International Sea Law
- Legal status of air and outer space
- Diplomatic law
- Consular Law
- International disputes and ways of solving them
- Law of Armed Conflict

Readings:

1. Antonowicz L.: *Podręcznik prawa międzynarodowego*, wyd. 8, Warszawa 2003.
2. Bierzanek R., Symonides J.: *Prawo międzynarodowe publiczne* wyd. 8, Warszawa 2004.
3. Góralczyk W., S. Sawicki: *Prawo międzynarodowe publiczne w zarysie*, wyd. 10, Warszawa 2004.
4. *Prawo międzynarodowe publiczne. Wybór dokumentów*, opr. A. Przyborowska-Klimczak, wyd. 6, Lublin 2003.

BASICS OF ORGANISATION AND MANAGEMENT

Name of subject: Basics of organisation and management

Code: WSH-E/Adm.st./podorgzarz/16 or WSH-E/Adm.zaocz./podorgzarz/16

Taught by: dr Leszek Kuczek

Subject status: obligatory

Semester: II

Total number of hours: F. 50, P. 20

Number of credit points: F. 3, P. 2

Course objectives: acquainting the students with the basic problems of management theory and teaching them skills needed for analysing organisational issues in the context of management process and social conditions. Special stress is placed on teaching the students in the area of current management issues and working out a balance between theoretical knowledge and practical management.

Course contents: Nature of management – process of management, functions and range, evolution of management; institution and its environment as management object; manager and his work; planning and strategic management; - planning process, hierarchy of aims, types of plans, nature of strategic planning, formulating strategies, types of strategies, implementation of strategies; operational planning; decision making, risk; organising – elements of organisational structure, principles of building organisational structures, organisational documentation, designing of organisation, types of organisational structures; human resources management – staffing process, managing work relationships; managing organisation development – character of organisational changes, areas of change in organisations, managing changes within organisation, general effectiveness of organisation, organisational development and learning, economic advisory services; leadership – nature of motivating, approaches to motivating, motivating systems within organisation, nature of leadership, behaviours of leaders, situational attitude to leadership; managing interpersonal and group processes – individual and group in organisation, internal conflicts, communication process, organisational culture; controlling functions in management; modern management methods – reengineering, benchmarking, lean management, process management, project management, complex quality management, contemporary challenges in management – intercultural management, entrepreneurship.

Readings:

1. Griffin R.W. *Podstawy zarządzania organizacjami*, PWN, Warszawa 2004
2. Grudzewski W.M., Hejduk I.K. *Przedsiębiorstwo przyszłości –wizja strategiczna*, Difin, Warszawa 2002
3. Koźmiński A.K., Piotrowski W. (red.) *Zarządzanie. Teoria i praktyka*, PWN, Warszawa 2004
4. Kozuch B. *Zarządzanie publiczne w teorii i praktyce polskich organizacji*, Placet, Warszawa 2004
5. Martyniak Z. *Organizacja i zarządzanie. 70 problemów teorii i praktyki*, Antykwa, Kraków-Kluczbork 2001
6. Stoner J., Freeman R., Gilbert D. *Kierowanie*, PWE, Warszawa 1997
7. Szeloch Z., Gulski B., Prokop M., Skurzyńska – Sikora U. *Podstawy organizacji i zarządzania* CSSiA, Lublin 2000

Methods of students' assessment: written final test

Requirements for positive completion of the course: Being acquainted with the issues presented in the lectures and reading materials

Individual work: Non-assisted analysis of selected examples

BASICS OF PENAL PROCEEDINGS AND EXECUTIVE CRIMINAL LAW

Name of subject: Basics of Penal Proceedings and Executive Criminal Law

Code: WSH-E/Adm.st./podpostkar/16 or WSH-E/Adm.zaocz./podpostkar/16

Taught by: dr hab. Marek Kulik

Subject status: obligatory

Semester: IV

Total number of hours: F. 40, P. 25

Number of credit points : 4

Course objectives: Making the students acquainted with the contents and basic principles of criminal action and executive criminal law.

Course contents:

- Principles of officiality, legalism and free assessment of evidence, right of defence; principle of contradiction
- Court of law (properties, structure, types of courts, judge removal).
- Sides in a trial and other participants
- Trial prerequisites (division)
- Trial activities (verdicts, terms)
- Compulsion measures (preventative measures, penalties for breach of order).
- Evidence Law (sources, legal evidence, evidence exclusions)
- Investigation and judicial inquiry (including ways of completion)
- Trial (stages, types of verdicts)
- Means of appeal (means of appeal, properties of means of appeal)
- Appel and complaint
- Cassation and resumption of criminal proceedings
- Types of prison institutions.
- Interruption of execution of penalty and reprieve

Specialised readings:

Grzegorzyc T., Tylman J., *Polskie postępowanie karne*, Warszawa 2003.

Kmiecik R., Skrętowicz E., *Proces karny*, Kraków 2002.

Waltoś S., *Proces karny*, Warszawa 2002.

BASICS OF TAX LAW

Name of subject: Basics of tax law

Code: WSH-E/Adm.st./podprpod/16 or WSH-E/Adm.zaocz./podprpod/16

Taught by: dr Jan Waszczyński

mgr Agata Bulińska – Kościak (full-time courses)

dr Monika Kępa (part-time courses)

Subject status: obligatory

Semester: IV

Total number of hours: F. 40, P. 20

Number of credit points: F. 3, P. 2

Method of assessment: written test

Course objectives (full-time course): acquainting the students with general bases of tax in the context of practical application of acquired information

Course contents(full-time course):

- Outlining the subject, presenting recommended readings and examinations requirements
- Ideas of Tax Act, nature of general tax law
- Concept of tax
- Tax vs. other dues, fixed elements of tax
- Technical elements of tax. Taxation subjects. Indirect tax vs. tax transferability. Subject and base of taxation. Tax rates and scale. Progression. Conditions and ways of tax payment.
- Tax obligation and tax liability. Appearance of tax liabilities, ways of tax calculation.
- Cessation of tax liabilities. Effective and non-effective ways of cessation of tax liabilities.
- Liability to tax, pronouncing third-party liability to tax. Its economic justification.
- Classification of taxes, tax rules.

Readings (full-time course):

1. *Prawo podatkowe. Część ogólna i szczegółowa.* Pod. Red. W. Wójtowicz , Oficyna Wydawnicza, Branta 2005
2. H.Litwińczuk, *Prawo podatkowe przedsiębiorców.* Dom Wydawniczy ABC 2003
3. *Zarys finansów i prawa finansowego* pod red. W. Wójtowicz, wyd. III, PWP 20004

Course objectives (part-time course): acquainting the students with the institutions and structure of tax law, the basic concepts of Tax Act, particular tax laws, the concept and meaning of tax liability, the ways of tax liability appearance and cessation, the role of taxpayer, tax remitter and tax receiver

Course contents(part-time course):

- Concept of tax
- Concept of tax obligation and tax liability
- Ensuring execution of tax liabilities
- Responsibility for tax liabilities
- General principles of tax proceedings
- Subjects of tax proceedings
- Course of tax proceedings
- Acts completing tax proceedings Central taxes
- Local taxes

Specialised readings (part-time course):

Głuchowski J., *Polskie prawo podatkowe*, Warszawa 2004
Gomułowicz A., Małecki J., *Podatki i prawo podatkowe*, Warszawa 2004
Gorgol A., Kucia – Guściora B., Smoleń P., Szustek – Janowska M., Wójtowicz W., *Prawo podatkowe, część ogólna i szczegółowa*, Bydgoszcz – Lublin 2005
Hanusz A., Czerski P., *Gminne podatki i opłaty budżetowe*, Kraków 2004
Marciniuk J. (red.), *Podatek dochodowy od osób fizycznych*, Warszawa 2004
Mastalski R., *Prawo podatkowe*, Warszawa 2004
Olesińska A., *Prawo podatkowe*, Toruń 2004

CIVIL SERVICE LAW

Name of subject: Civil Service Law

Code: WSH-E/Adm.st./prurz/16 or WSH-E/Adm.zaocz./16

Taught by: mgr Agata Paul

Subject status: obligatory

Semester: VI

Total number of hours: F. 30, P. 20

Number of credit points : F. 3, P. 2

Course objectives: Presenting the question of employment in public administration (central and local government) and the legal status of public administration employees.

Course contents:

1. General questions:

- Concept of Civil Service Law. Civil Service Law as a study subject
- Civil Service Law vs. Labour Law
- Tasks of public administration and their influence on the status of its workers
- Employment in public administration
- Public office as an employer
- Legal acts regulating the question of employment in central and local administration

2. Civil Service:

- Organisation and functioning of Civil Service
- Recruitment, change of employment status and dismissal from work of Civil Service Corps members
- Responsibilities and competencies of Civil Service Corps members
- Disciplinary responsibility of Civil Service Corps members

3. Government institutions workers

- Recruitment, change of employment status and dismissal from work of government institutions workers
- Responsibilities and competencies of government institutions workers
- Disciplinary responsibility of government institutions workers

4. Local government workers

- Recruitment, change of employment status and dismissal from work of local government workers
- Responsibilities and competencies of local government workers
- Disciplinary responsibility of local government workers.

Readings:

Florek L., Zieliński T. *Prawo pracy*, Warszawa 2004.

Ćwiertniak B. M., Taniewska – Peszko M., *Pracownicy samorządowi*, Gdańsk 1991.

Dubowik A., *Komentarz do ustawy o pracownikach urzędów państwowych [w:] Prawo pracy* (red. Z. Salwa), Warszawa 1998.

Jagielski J., Rączka K., *Komentarz do ustawy o służbie cywilnej*, Warszawa 2001.

Liszczyński T. (red.), Borek – Buchajczuk R., Perdeus W., *Prawo urzędnicze*, Lublin 2004.

Ura E., *Prawo urzędnicze*, Warszawa 2004.

COMMERCIAL LAW

Name of subject: Commercial Law

Code: WSH-E/Adm.st./prhand/16 or WSH-E/Adm.zaocz./prhand/16

Taught by: dr Jerzy Szczotka

Subject status: obligatory

Semester: V

Total number of hours: F. 60, P. 30

Number of credit points : F. 5, P. 3

Course objectives: acquainting the students with the basic provisions of the Code of Commercial Companies and the institutions of commercial law (commercial activity and rules governing its initiation, the National Court Register)

Course contents:

- Concept, location and range of commercial law.
- Sources of commercial law; basic legal acts.
- Concepts of commercial activity and of an entrepreneur
- Concept of an enterprise
- Rules governing starting commercial activity
- Legal regulations on running enterprises and their representation
- Commercial plenipotentiary - procura (concept, setting, legal position)
- Trade name of a company
- Concept of companies and their classification
- Civil law partnership

- Commercial companies
- State-owned enterprises
- Commercialisation and privatisation of state-owned enterprises
- Selected commercial contracts

Readings:

1. K. Kruczalac: *Prawo Handlowe, Zarys wykładu*, Lexis Nexis 2004
2. K. Kruczalac: *Zarys prawa handlowego*, Lexis Nexis 2004

COMPETITION PROTECTION LAW

Name of subject: Competition Protection Law

Code: WSH-E/Adm.st./prochkonk/16 or WSH-E/Adm.zaocz./prochkonk/16

Taught by: dr Marek Kulik

Subject status: obligatory

Semester: VI

Total number of hours: 20

Number of credit points : F. 2, P. 1

Course objectives: : acquainting the students with the significance of competition in market economy, presenting current legal protection of competition

Course contents:

- Concept of competition and its kinds, meaning of competition in commercial activity, functions of competition.
- System of competition protection. Protection of freedom, equality and fairness of competition.
- Outline of history of competition protection in Poland.
- Selected issues of anti-monopoly law
- Protection from unfair competition
- Banning competition by acts of law

Readings:

- Brodecki Z. (red.), *Konkurencja*, Warszawa 2004,
 Gronowski S., *Komentarz do ustawy antymonopolowej*, Warszawa 1999,
 Gronowski S., *Polskie prawo antymonopolowe. Zarys wykładu*, Warszawa 1998,
 Iwulski J., Sanetra W., *Kodeks pracy. Komentarz*, Warszawa 2003,
 Knypl T., *Zwalczanie nieuczciwej konkurencji w Polsce i Europie*, Sopot 1994,
 Knypl T., *Ustawa o zwalczaniu nieuczciwej konkurencji – Komentarz*, Sopot 1995,
 Kosikowski C., *Polskie publiczne prawo gospodarcze*, Warszawa 1999,
 Król -Bogomilska M., *Kary pieniężne w prawie antymonopolowym*, Warszawa 2001,
 Kosikowski C., Ławicki T., *Ochrona konkurencji i zwalczanie praktyk monopolistycznych*, Warszawa 1994,
 Mik C., *Wspólnotowe prawo konkurencji w: Glaser J. Mik C., Podstawy europejskiego prawa wspólnotowego, Zarys lectureu*, Toruń 1996,
 Modzelewska - Wąchal E., *Ustawa o ochronie konkurencji i konsumentów. Komentarz*, Warszawa 2002,
 Nowińska E., du Vall M., *Komentarz do ustawy o zwalczaniu nieuczciwej konkurencji*, Warszawa 2001,
 Olszewski J., *Prawo konkurencji*, Przemysł 1998,
 Sołtysiński S., Szajkowski A., Szumański A., Szwaja J., *Kodeks spółek handlowych. Komentarz*, Warszawa 2001,
 Stefaniuk M., *Publicznoprawne reguły konkurencji*, Lublin 2005,
 Szwaja J. (red) *Ustawa o zwalczaniu nieuczciwej konkurencji. Komentarz*, Warszawa 2000,

CONSUMER PROTECTION LAW

Name of subject: Consumer protection law

Code: WSH-E/Adm.st./prochkons/16 or WSH-E/Adm.zaocz./prochkons/16

Taught by: dr Marek Kulik

Subject status: obligatory

Semester: IV

Total number of hours: 25

Number of credit points : 1

Course objectives: acquainting the students with current laws on consumer protection

Course contents:

- Concept of a consumer. The objective and function of legal consumer protection .
- Collective legal protection of consumer rights as provided by the Protection of Competition and Consumer Law of Dec. 15, 2000
- Breach of consumer rights via unfair competition acts as described by Protection against Unfair Competition Act of Apr. 16, 1993
- Setting patterns of contracts. Nullity proceedings in cases concerning clause contracts Contents of consumer contracts (disallowed provisions)
- Consumer sales. Rights of consumer and seller as described by the Consumer Sales and Changes in Civil Code Law of July 27, 2002
- Legal regulations of contracts drawn outside company's premises and distance contracts as described by the law of March, 2nd 2002 (on protection of some consumer rights and responsibility for damage caused by a dangerous product)
- Protection of consumer information (protection of personal data)
- Offences against consumers.
- Institutions and organisations of consumer protection (President of the Office of Competition and Consumer Protection, Commercial Inspection, local consumer protection offices)

Basic readings:

Łętowska E. *Ochrona niektórych praw konsumentów*, Warszawa 2001,
Łętowska E., *Prawo umów konsumenckich*, Warszawa 1999,
Modzelewska – Wąchal E., *Ustawa o ochronie konkurencji i konsumentów. Komentarz*, Warszawa 2002,
Nowińska E., du Vall M., *Komentarz do ustawy o zwalczaniu nieuczciwej konkurencji*, Warszawa 2001,
Pietrzykowski J. (red.) *Kodeks cywilny. Komentarz*, Warszawa 2005
Powałowski A., Koroluk S., *Prawo ochrony konsumenta*, Warszawa 2002,
Szczotka J., *Sprzedż konsumencka. Komentarz*, Lublin 2004,
Szwaja J. (red.), *Ustawa o zwalczaniu nieuczciwej konkurencji. Komentarz*, Warszawa 2000,

CONSTITUTIONAL LAW

Name of subject: Constitutional Law

Code: WSH-E/Adm.st./prkonst/16 or WSH-E/Adm.zaocz./prkonst/16

Taught by: dr hab. Arkadiusz Bereza

Mgr Edyta Szalacha

Subject status: obligatory

Semester: I

Total number of hours: F. 60, P. 30

Number of credit points : 5

Course objectives:

Defining:

- subject of sovereign power and ways of its execution
- foundations of political and economic system
- systemu of state institutions
- status of citizens
- basics of the election system

Course contents:

Concept, subject and sources of Constitutional Law; name, genesis, contents and form of Constitution; other sources of Constitutional Law

Constitutional system of law sources, generally applicable acts of law, internal law acts

Preparation, passing and general characteristics of the Constitution of 1997; work on constitution from 1989 to 1991; work on constitution from 1991 to 1997; systematics and general characteristics of the Constitution of the Republic of Poland

Constitutional principles of a country's political system; concept of 'principal rules', basic principles of political system - characteristics

Basic civic freedoms, duties and rights

- legal status of an individual as provided by the Constitutions of 1952 and 1992r.; civic freedoms, duties and rights as described by the Constitution of the republic of Poland

System of state institutions as described by the Constitution; structure of state institutions, factors influencing their

Election system

concept of Election Law and Election System, functions of Election Law

- constitutional principles of Election Law in Poland, course of Sejm and Senat elections.

The Sejm and the Senat

political position, structure and competencies, ways and principles of functioning, legal status of member of the Sejm/Senat,

internal organisation of the Sejm/Senat

- Sejm and Senat sessions

law-making and controlling functions

The President of the Republic of Poland; principles of election, president's official acts,

- President's competencies

The Cabinet and government administration, composition of the Cabinet

- forming, changes of members, question of Cabinet's responsibility

- competencies

- ways of functioning of the Cabinet, the Prime Minister, legal status of ministers

Legal structure of local government

structure and competencies of municipality, district and voivodship region; local law acts

- unions, associations, municipality and district links

Courts and tribunals, legal structure and competencies of courts

- constitutional principles and functioning of courts, National Judiciary Council

- Constitutional Tribunal, Tribunal of State

13. Bodies of state controls and of law protection

- Supreme Chamber of Control

- Commissioner for Civil Rights Protection

- National Broadcasting Council

Readings:

1. Konstytucja Rzeczypospolitej Polskiej.

2. Polskie prawo konstytucyjne, (red.) W. Skrzydło, Lublin 2004.

3. Uchwała Sejmu Rzeczypospolitej Polskiej z dnia 30 lipca 1992r. Regulamin Sejmu Rzeczypospolitej Polskiej.

4. Uchwała Senatu Rzeczypospolitej Polskiej z dnia 23 listopada 1990r. Regulamin Senatu Rzeczypospolitej Polskiej.

5. Ustawa z dnia 9 maja 1996r. o wykonywaniu mandatu posła i senatora.

6. Ustawa z dnia 24 czerwca 1999r. o wykonywaniu inicjatywy ustawodawczej przez obywateli.

7. Ustawa z dnia 14 marca 2003r. o referendum ogólnokrajowym.

8. Ustawa z dnia 27 września 1990r. o wyborze Prezydenta Rzeczypospolitej Polskiej.

9. Ordynacja wyborcza do Sejmu i Senatu z dnia 12 kwietnia 2001 r.

10. Ustawa z dnia 23 listopada 2002r. o Sądzie Najwyższym.

11. Ustawa z dnia 25 lipca 2002 r. o ustroju sądów administracyjnych.

12. Ustawa z dnia 23 grudnia 1994r. o Najwyższej Izbie Kontroli.

13. Ustawa z dnia 15 lipca 1987r. o Rzeczniku Praw Obywatelskich.

14. Ustawa z dnia 29 grudnia 1992r. o radiofonii i telewizji.

CONTEMPORARY POLITICAL SYSTEMS/* PUBLIC ADMINISTRATION: COMPARATIVE STUDY

Name of subject: Contemporary political systems /* Public administration: comparative study

Code: WSH-E/Adm.st./ustrpanwsp/16 or WSH-E/Adm.zaocz./ustrpanwsp/16 or WSH-E/Adm.st./admpublpor/16 or WSH-E/Adm.zaocz./admpublpor/16

Taught by: dr Eliza Komierzyńska-Orlińska

Subject status: obligatory

Semester: III

Total number of hours: 20

Number of credit points : F. 3, P. 2

Course objectives:

Presentation of characteristic features of classical political systems (presidential system and parliamentary system) determined by:

- detailed solutions related to the type of executive institutions (dualistic, monocratic)
- responsibility of the executive institutions to parliament
- provision of countersignature
- way of electing head of state.

Presentation of similarities and differences between systemic features of selected contemporary democratic countries of Western Europe and the USA with special emphasis on the issues of political party systems, election law systems, sources of law systems, controls of constitutionality of law, principles of government system and their functioning.

Course contents:

- analysis of the concept of division of power and the concept of homogeneity of power; analysis of classical political systems formed on the basis of these concepts
- detailed analysis of classical political power systems (presidential system, parliamentary system; dualistic and monocratic executive institutions; way of electing head of state, government's responsibility to parliament; prerogatives of head of state,
- provision of countersignature
- genesis and evolution of political systems in particular countries
- constitutional system of sources of law and controls of constitutionality of law,
- status of an individual in the state system
- constitutional catalogue of primary principles
- election and political party systems
- system of political power institutions (relations between the legislature and the executive)

Readings:

- 1) E. Gdulewicz, W. Kręcis, W. Orłowski, W. Skrzydło, W. Zakrzewski (red. W. Skrzydło), *Ustroje państw współczesnych, t. I*, Lublin 2002,
- 2) G. Sartori, *Teoria demokracji*, Warszawa 1994,
- 3) Jurg Steiner, *Demokracje europejskie*, Rzeszów 1993,
- 4) A. Zamróz, *Demokracja współczesna. Wprowadzenie*, Białystok 1993,
- 5) E. Zwierzchowski, *Sądownictwo konstytucyjne*, Białystok 1994,
- 6) D. Rousseau, *Sądownictwo konstytucyjne w Europie* (przekład M. Granat), Warszawa 1999,
- 7) E. Gdulewicz, *System konstytucyjny Francji*, Warszawa 2000,
- 8) Z. Czeszejko-Sochacki, *System konstytucyjny Szwajcarii*, Warszawa 2002,
- 9) A. Pułło, *System Konstytucyjny Stanów Zjednoczonych*, Warszawa 1997,
- 10) Z. Witkowski, *System konstytucyjny Włoch*, Warszawa 2000,
- 11) J. Stembrowicz, *Rząd w systemie parlamentarnym*, Warszawa 1982,
- 12) „Konstytucje”, seria Wydawnictwa Sejmowego,
- 13) „Parlamenty”, seria Wydawnictwa Sejmowego,
- 14) R.R. Ludwikowski, *Prawo konstytucyjne porównawcze*, Toruń 2000,
- 15) L. Garlicki, *Sądownictwo konstytucyjne w Europie Zachodniej*, Warszawa 1987,
- 16) *Konstytucja USA 1787-1987*, (red. J. Wróblewski), Warszawa 1987,

*the choice of subject is decided by faculty Dean

COPYRIGHT AND NEIGHBOURING RIGHTS

Name of subject: Copyright and neighbouring rights

Code: WSH-E/Adm.st./praut/16 or WSH-E/Adm.zaocz./praut/16

Taught by: mgr Antoni Batko

Subject status: obligatory

Semester: II

Total number of hours: 20

Number of credit points : 2

Course objectives: acquainting the students with the basic concepts of copyright and neighbouring rights, their entities and objects; discussion of civil and criminal responsibility resulting from breach of copyright and neighbouring rights

Course contents:

- Copyright
- Neighbouring rights

- Organisations dealing with collective protection of copyright and neighbouring rights, copyright committee
- Copyright on the Internet
- International conventions
- Copyright in the EU
- Criminal responsibility

Readings:

1. J. Barta, R. Markiewicz *Prawo autorskie i prawa pokrewne*, Zakamycze 2004r.
2. *System prawa prywatnego, tom XIII Prawo autorskie*, pod. red. J. Barty, W-wa 2003r.
3. W. Machała *Dozwolony użytek prywatny w polskim prawie autorskim* W-wa 2003r.,
4. *Ustawa o prawie autorskim i prawach pokrewnych. Komentarz*, W-wa 2001r.

Methods of students' assessment: oral test

Individual work: getting acquainted with recommended readings

DEMOCRATIC RULE OF LAW

Name of subject: Democratic rule of law

Code: WSH-E/Adm.st./dempnpraw/01 or WSH-E/Adm.zaocz./dempnpraw/01

Taught by: Dr Krzysztof Winkler

Subject status: obligatory

Semester: I

Total number of hours: F. 20, P. 20

Number of credit points: 2

Course objectives:

Presenting the historical background of the concept of democratic rule of law and its basic implementations in the Republic of Poland.

Course contents:

Basic information about state system. State system and its properties. Ideas concerning the origin of state system. Forms of state systems. Role of state in life of nation.

Doctrinal basis of democratic rule of law. Concepts of rule of law: parliamentary law system, judicial system and a wide concept of substantive rule of law. Superiority of constitution and parliamentary laws in the legal system of democracy. Citizens' rights and freedoms and their guarantees in a democratic system.. Commissioner for Civil Rights Protection. Principles of democratic rule of law in the decisions of the Constitutional Tribunal.

Basic sources:

A. Pieniążek *Democratic państwo prawne*, Przemysł 1999

Selected sources:

M. Pietrzak: *Demokratyczne świeckie państwo prawne*, Liber 1999 P. Winczorek: *Wstęp do nauki o państwie*, Liber 2000

A. Sylwestrzak: *Historia doktryn politycznych i prawnych*, Lexis Nexis 2003 W. Skrzydło (red.): *Polskie prawo konstytucyjne*, Lublin 2004

B. Szumlik, M. Żmigrodzki (red.): *Wprowadzenie do nauki o państwie i polityce*, Lublin 2002

ETHICS OF CIVIL SERVICE

Name of subject: Ethics of civil service

Code: WSH-E/Adm.st./etprurz/16 or WSH-E/Adm.zaocz./etprurz/16

Taught by: dr Ewa Kuźma

Subject status: obligatory

Semester: III

Total number of hours: F. 25, P. 20

Number of credit points: F. 3, P. 1

Course objectives: Making students acquainted with basic concepts of general ethics so that they are able to recognise the objective moral value of individual's acts and make morally proper choices in the personal and social area. Presentation of main ethical trends in contemporary culture in the context of political transformation and European integration. Identification of crucial ethical aspects of professional work, particularly in office functions, as related to personal responsibility.

Course contents:

- Introduction to methodology and defining ethics (including office ethics) as a formal field of study
- Analysis of the concept of moral good.
- Moral anthropology – individual and social dimension.
- Objective moral norm and moral law; ethical applicability of statute law
- Subjective moral norm – moral conscience – function, typology and formation
- Human act and its moral character
- Ethical aspect of office professions
- Office professional’s responsibility in human relations.
- Selected issues of social and economic ethics.

Selected readings for students:

Dunckel J., *Etykieta w biznesie*, tłum. A. Kopeć, Warszawa 1996.
 Dylus A., *Gospodarka, moralność, chrześcijaństwo*, Warszawa 1994
Etyka biznesu, red. J. Dietl, W. Gasparski, Warszawa 1997
Etyka biznesu. Z klasyki współczesnej myśli amerykańskiej, red. L.V. Ryan, J Sójka, Poznań 1997.
Etyka kapitalizmu, red. P.L. Berger, tłum. H. Woźniakowski, Kraków 1994.
Etyka w biznesie, red. P.M. minus, Warszawa 1995.
 Jan Paweł II, Encyklika *Laborem exercens*, Watykan 1981.
 Jan Paweł II, Encyklika *Sollicitudo rei socialis*, Watykan 1987.
 Jan Paweł II, Encyklika *Centesimus annus*, Watykan 1991.
 Majka J., *Etyka życia gospodarczego*, Wrocław 1982.
 Majka J., *Filozofia społeczna*, Warszawa 1982.
 Novak M., *Duch demokratycznego kapitalizmu*, Poznań 2001.
 Skorowski H., *Moralność społeczna*, Warszawa 1996.
 Styczeń T., *ABC Etyki*, Lublin 1990.
 Sutor B., *Etyka polityczna*, Warszawa 1994.
 Szostek A., *Pogadanki z etyki*, Częstochowa 1993.
 Ślipko T., *Zarys etyki ogólnej*, Kraków 2002.
 Ślipko T. *Zarys etyki szczegółowej*, t. 1 – 2, Kraków 2005.
 Tomczyk – Tołkacz J., *Etyka biznesu: wybrane problemy*, Wrocław 1994.
Zamojskie Studia Prawno – Ekonomiczne, t. 1, red. K. Kukuła i in., Zamość 2000.
 Zbiegień – Maciąg L., *Etyka w biznesie*, Kłodzisko 1994.

EU INSTITUTIONS AND SUBSTANTIVE LAW

Name of subject: EU Institutions and Substantive Law

Code: WSH-E/Adm.st./instprmatue/16 or WSH-E/Adm.zaocz./instprmatue/16

Taught by: dr hab. Prof. WSZH-E Roman Kwiecień

Dr Edyta Lis

Subject status: obligatory

Semester: V

Total number of hours: F. 60, P. 30

Number of credit points : F. 5, P. 4

Course objectives: Acquainting the students with genesis, major institutions and principles of the legal structure of the European Communities/European Union. Presentation of Poland’s contacts with the European Communities/European Union, significance of the European Treaty of 1991 and legal consequences of Poland’s membership.

Course contents:

- Genesis and development of European integration.
- Legal status of the European Communities
- Legal status of the EU
- Major institutions of the European Communities/European Union.
- Auxilliary institutions
- Sources of European law
- Kinds of European law
- Ways of passing laws
- Formal principles of European legal structure

- Material principles of European legal structure
- Internal EU market
- Basic freedoms of the internal market
- Kinds of disputes in European law
- Solving legal disputes in European law
- History of Poland's contacts with European Communities
- Significance of the European Treaty of 1991.
- Accession negotiations
- Poland's preparations for EU membership

Readings:

1. Ahl M.: *Prawo europejskie*, 3 wyd., Warszawa 2002.
2. Muszona K.: *Wprowadzenie do prawa wspólnotowego po Traktacie Amsterdamskim*, Warszawa-Poznań 2000.
3. *Prawo Unii Europejskiej. Zagadnienia systemowe*, red. J. Barcz, Warszawa 2002.
4. F. Emmert, M. Morawiecki: *Prawo europejskie*, 3 wyd., Warszawa 2001.
5. *Dokumenty europejskie*, opr. A. Przyborowska-Klimczak, E. Skrzydło-Tefelska, t. IV, Lublin 2003.

EXECUTION PROCEEDINGS IN ADMINISTRATION

Name of subject: Execution proceedings in administration

Code: WSH-E/Adm.st./postegzadm/16 or WSH-E/Adm.st./postegzadm/16

Taught by: dr hab. Zbigniew Kmiecik

Subject status: obligatory

Semester: VI

Total number of hours: F. 50, P. 30

Number of credit points : F. 5, P. 4

Course objectives: acquainting the students with the methods of enforcing law through exacting a financial or non-financial duty, which is defined by an earlier administrative decision or results directly from Administrative Law regulations, as well as with the ways of assisting another country and making use of foreign assistance in recovering some financial dues.

Course contents:

- Range of application of administrative execution
- Principles of execution proceedings
- Subjects of execution proceedings
- Course of execution proceedings
- Execution measures
- Protective proceedings
- Legal measures
- Assisting another country and making use of another country's assistance in recovering financial dues.

Readings:

- Z. R. Kmiecik: *Postępowanie administracyjne i postępowanie sądowoadministracyjne*, Zakamycze 2003
- K. Chorąży, W. Taras, A. Wróbel: *Postępowanie administracyjne, sądowoadministracyjne i postępowanie egzekucyjne w administracji*, Zakamycze 2004
- T. Jędrzejewski, M. Masternak, P. Rączka: *Administracyjne postępowanie egzekucyjne*, Toruń 2003
- B. Adamiak, J. Borkowski: *Postępowanie administracyjne i sądowo-administracyjne*, Warszawa 2004
- P. Przybysz: *Ustawa o postępowaniu egzekucyjnym w administracji. Komentarz*, Warszawa 2003

FINANCIAL LAW AND PUBLIC FINANCES

Name of subject: Financial Law and Public Finances

Code: WSH-E/Adm.st./prfin/16 or WSH-E/Adm.zaocz./prfin/16

Taught by: (full-time course) dr Elżbieta Hławacz-Pajdowska
mgr Agata Bulińska – Kościk
(part-time course) dr Monika Kępa

Subject status: obligatory

Semester: III

Total number of hours: F. 40, P. 20

Number of credit points : 4

Course objectives: acquainting the students with questions of Financial Law and Public Finances with stress on the characteristics of instruments and institutions of the budget system

Course contents:

- Nature of finances, public financial activity, function of public finances; legal concepts of finances, public funds, public debt, public finances deficit and surplus
- Budget, budget bill, budget system in Poland, budget vs. temporary budget, budget rules.
- Budgeting. Basic and special forms of budgeting.
- Fund management in public finances entities.
- Revenue of self-government entities. System of local government financing, classification of budget revenue, own income, general and targeted subsidies

Readings.

1. *Zarys finansów i prawa finansowego*, pod red. W. Wójtowicz, wyd. III, PWP 2004
2. *Finanse publiczne i prawo finansowe*, pod red. C. Kosikowskiego i E. Ruśkowskiego, Dom Wydawniczy ABC 2003
3. *Finanse publiczne*, P.M. Gaudement, J. Molinie, Warszawa 2001

Methods of students' assessment: written examination

Requirements for positive completion of the course: being acquainted with problems listed in syllabus

HISTORY OF ADMINISTRATION

Name of subject: History of Administration

Code: WSH-E/Adm.st./histadm/16 or WSH-E/Adm.zaocz./histadm/16

Taught by: dr hab. Arkadiusz Bereza

Subject status: obligatory

Semester: I

Total number of hours: F.60, P. 30

Number of credit points : F. 5, P. 3

Course objectives: Acquainting the students with the most characteristic institutions of particular European countries. Particular classes deal with the evolution of political system principles and organisational forms of administration from the XVIth to the XXth century. Comparative analysis of political systems allows the students to draw conclusions concerning the influence of social, economic and ideological factors on the development of different forms of political systems.

Course contents:

- Basic concepts related to organisation of administration
- Absolutist political system and administration
- The Political system and administration of the Republic of Poland before the third partition.
- Administration system in Polish territories in XIXth century. Development of systems of administrative courts.
- Model of rule of law.
- Position of local government in Polish territories in the second half of the XIXth century and in the Second Republic of Poland.
- Political system of the Second Republic. Supreme Administration Tribunal.

Readings for students:

The basic source is the work by D.Malec and J.Malec: *Historia administracji i myśli administracyjnej*, Kraków 2000.

Additional readings are as follows:

A.Korobowicz, W.Witkowski, *Ustrój i prawo na ziemiach polskich*, Lublin 1994.

H.Izdebski, *Historia Administracji*, Warszawa 1996.

F.Konieczny, *Dzieje administracji w Polsce*, Warszawa 1999.

M.Szczaniecki, *Powszechna historia państwa i prawa*, Warszawa 1994.

J.Bardach, B.Leśnodorski, M.Pietrzak, *Historia ustroju i prawa polskiego (nowe ujęcie)*, Warszawa 1993.

K.Krasowski, M.Krzymkowski, K.Sikorska-Dzięgielewska, J.Walachowicz, *Historia ustroju państwa*, Poznań 1993.

W.Witkowski, *Sądownictwo administracyjne w Księstwie Warszawskim i Królestwie Polskim 1807-1867*, Warszawa 1984.

The following sources were used to prepare the lectures:

Wybór źródeł do historii państwa i prawa w dobie nowożytnej by M.Szaniecki, (completed and edited by - M. Wąsowicz), Warszawa 1996.

History of Administration - wybór źródeł by M.Hładij, D.Malec, J.Malec and Z.Zarzycki, Kraków 2002.

Methods of students' assessment: written examination

Requirements for positive completion of the course: getting acquainted with the course contents, mastering basic legal terminology, being able to analyse the reasons for changes in the organisation and functioning of administration

Individual work: getting acquainted with the additional readings

HISTORY OF LAW

Name of subject: History of law

Code: WSH-E/Adm.st./histpr/16 or WSH-E/Adm.zaocz./histpr/16

Taught by: dr hab. Arkadiusz Bereza

Subject status: obligatory

Fourth Term

Total number of hours: F. 20, P. 20

Number of credit points : F. 2, P. 2

Course objectives: Getting the students acquainted with the evolution of basic institutions of criminal and civil law from the era of barbarian states to the codification of XIXth and XXth centuries which enables the students to master basic legal terminology and understand the origin of existing legal institutions. The course includes presentation of the development of substantive and formal law, analysis of qualitative changes in law over the centuries with special emphasis on those historical law specimens which constituted a milestone in the development of social organisation in particular European countries. Comparative analysis of legal specimens (law codes) and the environment in which they were created enables the students to draw their own conclusions regarding the influence of political, social, economic and ideological factors on the development of law in Europe.

Course contents:

- Laws in Early Middle Ages
- Features of mediaeval law – examples of selected specimens.
- Development of procedural law and changes in the court system
- Criminal Law of the modern era and changes in the Enlightenment period
- Bourgeois codifications (systematics, contents and significance)
- Models of court systems in Polish territories in the era of partitions and procedures.
- Unification of law in the Second Republic of Poland (successes and failures)

Readings:

A.Korobowicz, W.Witkowski, *Historia ustroju i prawa polskiego (1772-1918)*, Lublin 1994.

M.Szaniecki, *Powszechna historia państwa i prawa*, Warszawa 1994.

K.Sójka-Zielińska, *Historia prawa*, Warszawa 1993.

J.Bardach, B.Leśnodorski, M.Pietrzak, *Historia ustroju i prawa polskiego (nowe ujęcie)*, Warszawa 1993.

S.Płaza, *History of Prawow Polsce, cz.1 Polska przedrozbiorowa*, Kraków 1989.

Students' assessment methods: written examination

Requirements for positive completion of the course: Mastering the information included in the course

IDEAS OF POLITICAL AND LEGAL SYSTEMS

Name of subject: Ideas of Political and Legal Systems

Code: WSH-E/Adm.st./mysustrpradm/06 or WSH-E/Adm.zaocz./mysustrpradm/06

Taught by: dr Grzegorz Ławnikowicz

Subject status: obligatory

Semester: VI

Total number of hours: 20

Number of credit points : 1

Course objectives: Defining the contents and basic directions of evolution of the ideas of political and legal system

Course contents:

1. Introduction to methodology
2. defining the subject matter of the lectures
3. outlining the subject matter
4. ancient thought
 - 1) Plato
 - 2) Aristotle
 - 3) Polybius and Cicero
 - 4) Influence of ancient thought on the shaping of modern visions of political system (including contemporary connotations of Plato's rule of law, aristotelian politei and the concept of anacyklosis)
5. Mediaeval thought
 - 1) Concise characteristics of the political-legal concepts of St. Augustine, St. Thomas and Marsilius of Padua
 - 2) Influence of mediaeval thought on the shaping of modern visions of political system (St. Augustine's interpretation of power vs. treatment of power in later universalist concepts; relationship between Marsilius' idea of people's sovereignty and modern treatment of the idea; the question of pre-positivist definition of law by Marsilius vs. modern understanding of its nature)
6. Renaissance thought
 - 1) analysis of the basic elements of doctrines of Machiavelli, Bodin, Modrzewski and More
 - 2) Analysis of the influence of Renaissance legacy on the development of political system ideas and regulating laws
7. From the vision of absolutist power to the concept of democratic and liberal system. Concepts of political system and law in the legacy of: Hobbes, Locke, Rousseau and Montesquieu. Discussion of the basic features of the doctrines.
 - 1.) Detailed analysis of the concept of social contract from the point of view of functions related to its construction
 - 2.) Role and function of component elements of Rousseau's vision of state organisation
 - 3.) Analysis of the component elements of the concept of division of power according to Locke and Montesquieu
 - 4.) Assessment of the actual role of the discussed concepts on the process of development of modern constitutional system and administrative law
7. On the threshold of the contemporary era - from liberalism to authoritarianism and totalitarianism
 - 1) Analysis of doctrinal bases
 - 2) Towards authoritarianism. Analysis of ideological debates and legal and political practice of the Second Republic of Poland
 - 3) Towards totalitarianism. Examples of Germany and Italy.
8. Ideas of political and legal systems after World War II - continuation or negation?

INFORMATION TECHNOLOGY

Name of subject: Information technology

Code:

Taught by: mgr inż. Andrzej Ziomek,

Subject status: obligatory

Semester: I, II, III, IV

Total number of hours: F. 100, P. 40

Number of credit points : 2+2+2+2

Course contents:

- Health and safety in computer laboratory
- Basic information about the MS Windows operating system
- Principles of computer text editing.
- Use of spreadsheet
- Making MS PowerPoint presentations.
- Using the Internet

INTERNATIONAL HUMAN RIGHTS SYSTEM

Name of subject: International Human Rights System

Code: WSH-E/Adm.st./sysochrprczl/16 or WSH-E/Adm.zaocz./sysochrprczl/16

Taught by: prof. dr hab. Roman Kwiecień

Subject status: obligatory

Semester: VI

Total number of hours: 20

Number of credit points : 2

Course objectives:

Acquainting the students with the institutional system of human rights protection in international law and presenting the main legal regulations both within general and regional international law.

Course contents:

- Origin of the international system of human rights protection
- UN institutional system of human rights
- Main institutions of regional human rights systems, particularly the Council of Europe
- Legal measures used to control human rights implementation in particular countries.
- Range of protection of particular human rights in international law (so called I, II and III generation rights)

Readings:

M. A. Nowicki: *Wokół Konwencji europejskiej*, Kraków 2000

Ochrona praw człowieka w świecie, red. L. Wiśniewski, Bydgoszcz - Poznań 2000

B. Banaszak, A. Bisztyga, K. Complak, M. Jabłoński, R. Wieruszewski, K. Wójtowicz: *System ochrony praw człowieka*, Kraków 2003.

JUDICIAL CONTROLS OF ADMINISTRATION

Name of subject: Judicial controls of administration

Code: WSH-E/Adm.st./sadkontradm/16 or WSH-E/Adm.zaocz./16

Taught by: dr hab. Zbigniew Kmiecik

Subject status: obligatory

Semester: V

Total number of hours: 20

Number of credit points : F. 3, P. 2

Course objectives: acquainting the students with the structure of administrative courts in Poland, area of administrative courts jurisdiction and course of administrative courts proceedings

Course contents:

- Controls of administration executed by other entities (Commissioner for Civil Rights Protection, Parliament, Public Attorney) and the genesis of judicial controls of administration
- Structure of administrative courts in the Republic of Poland
- Area of jurisdiction of administrative courts, competencies of administrative courts
- Sides, their representatives and other participants in administrative proceedings
- Legal correspondence, its delivery, appointed dates, and course of administrative court proceedings
- Special proceedings (mediation and summary proceedings) and rulings in administrative court proceedings
- Appealing against Regional Administrative Courts rulings to the Supreme Administrative Court and consequences of such rulings; costs of administrative court proceedings

Readings: Krzysztof Chorąży, Wojciech Taras, Andrzej Wróbel *Postępowanie administracyjne, egzekucyjne i sądownoadministracyjne*, Zakamycze 2004.

LABOUR LAW AND NATIONAL INSURANCE LAW

Name of subject: Labour Law and National Insurance Law

Code: WSH-E/Adm.st./prprac/16 or WSH-E/Adm.zaocz./prprac/16

Taught by: mgr Agata Paul

Subject status: obligatory

Semester: IV

Total number of hours: F. 60, P. 30

Number of credit points : F. 5, P. 4

Course objectives: acquainting the students with particular features of Labour Law as a separate branch of law, drawing their attention to the significance of Labour law and National Insurance in the country's legal system, demonstrating links between Labour Law and other branches of law

Course contents:

- The concept, sources and principles of Labour Law.
- Recruitment and Dismissal Law
- Duties of employer/employee and responsibility for not fulfilling them
- Working time and holidays
- Safety and Health at work
- Solving individual labour disputes
- Collective labour law (trade unions, solving collective disputes)
- System of national insurance – types of insurance, subjective and objective scope of particular types of national insurance

Readings:

1. T. Liszcz (red.), *Zarys prawa pracy*, Yerba, Lublin 2004
2. Z. Salwa, *Podstawy prawa pracy*, Lexis Nexis, Warszawa 2004
3. Z. Kałuszyńska (i inni), *System ubezpieczeń społecznych. Zagadnienia podstawowe*, Lexis Nexis, Warszawa 2004

Methods of students' assessment: written examination

Requirements for positive completion of the course:: being acquainted with listed problems

LOCAL GOVERNMENT FINANCES

Name of subject: Local government finances

Code: WSH-E/Adm.st./finsamter/16 or WSH-E/Adm.zaocz./finsamter/16

Taught by: dr Elżbieta Hławacz-Pajdowska

Subject status: obligatory

Semester: V

Total number of hours: F. 40, P. 30

Number of credit points : 2

Course objectives: Presenting the competencies of local government institutions in the area of conducting their own locally created social, economic and financial policies. Presenting legal solutions which guarantee financial independence of local government institutions from hierarchically organised central government administration institutions. The issues are presented in the context of constitutional provisions, the European Local Government Charter and current parliamentary acts. Another area will include theoretical concepts of particular institutions and the political, economic, fiscal and social environment of currently accepted legal regulations.

Course contents:

- Criteria of division of public funds between the central government and local governments
- System of revenue of local government institutions in the context of Constitution, European Local Government Charter and laws regulating the political system (structure of revenues of local government institutions, relationships between particular elements of revenue system)
- Concept and catalogue of own income
- General subsidies (legal character of subsidies, guarantees of passing subsidies to particular institutions, structure of particular parts of subsidies for self-governing entities of municipality, district and self-governing regions (voivodeships))
- Targeted subsidies for self-government bodies
- Principles of creating and executing expenditure from the local government budget (creating expenditure and division of tasks of local government into obligatory and optional ones, creating expenditure related to tasks dealing with central government administration, rules of spending public funds)
- Budget of local government (budget as basis of independent financial policies, budget procedures, supervising financial activity of local government institutions, budget deficit)

Sources:

Glumińska – Pawlic J., *Samodzielność finansowa jednostek samorządu terytorialnego w Polsce.*, Wyd. Uniwersytetu Śląskiego, Katowice 2003.

Glumińska - Pawlic J., Sawicka K., *Budżet jednostki samorządu terytorialnego*, Zachodnie Centrum Organizacji, Zielona Góra 2002.
Patrzalek L. *Finanse Samorządowe*, Wyd. Akademii Ekonomicznej, Wrocław 2000.

LOCAL GOVERNMENT LAW

Name of subject: Local Government Law

Code: WSH-E/ Adm.st./prsamter/16 or WSH-E/ Adm.zaocz./prsamter/16

Taught by: dr Eliza Komierzyńska-Orlińska

Subject status: obligatory

Semester: II

Total number of hours: F. 25, P. 20

Number of credit points : F. 3, P. 2

Course objectives: acquainting the students with the major institutions of local government. Presenting the mechanisms of three-tier functioning of local government

Course contents:

- Subject and tasks of local government
- Municipality Local Government
- District Local Government
- Region (voivodship) Local Government
- Acts of local law produced by local government
- Material property of municipalities, districts and voivodship regions.
- Supervision over local government

Readings:

J. Tarno, M. Sieniuc, J. Sulimierski, J. Wyporska *Samorząd terytorialny w Polsce*, Wyd. II, LexisNexis 2004.

H. Izdebski *Samorząd terytorialny. Podstawy ustroju i działalności*. Wyd. III, LexisNexis 2004.

B. Dolnicki *Samorząd terytorialny*, Zakamycze 2003.

LOGIC

Name of subject: Logic

Code: WSH-E/ Adm.st./log/16 or WSH-E/ Adm.zaocz./log/16

Taught by: dr

Subject status: obligatory

Semester: I

Total number of hours: F. 30, P. 20

Number of credit points : F. 3, P. 2

Course objectives: Acquainting the students with basic issues in the area of non-formal logic and selected issues of formal logic. Special emphasis is placed on the skills of defining, persuading, argumentation and reasoning.

Students are supposed to demonstrate their ability to make practical use of acquired information which is reflected by a big number of presented examples.

Course contents:

- Defining logic as a science and ability and its field of analysis i.e. language
- Discussing the functions of language
- Structure of language
- Basic linguistic categories
- Defining
- Reasoning and argumentation
- Errors in verbal formulating and expressing ideas.

Sources:

Borkowski L., *Wprowadzenie do logiki i teorii mnogości*, Towarzystwo Naukowe KUL, Lublin, 1991

Szymanek K., *Sztuka argumentacji. Słownik terminologiczny*, Wydawnictwo Naukowe PWN, Warszawa 2004

Trzęsicki K., *Wybrane zagadnienia z logiki nieformalnej*, Białystok, 1995

Ziemiński Z., *Logika praktyczna*, PWN, Warszawa, 1993

Adamiak N., *Logika*, Wyd. Uniwersytetu Warszawskiego, Warszawa, 1979

Ajdukiewicz K., *Logika pragmatyczna*, PWN, Warszawa, 1975
Hołówka T., *Błędy, spory argumenty*, Wyd. Wydziału Filozofii i Socjologii UW, Warszawa, 1998
Mała Encyklopedia Logiki, Marciszewski W. (red.), Wyd. Ossolineum, 1988
Marciszewski W., *Logika z retorycznego punktu widzenia*, Warszawa, 1991
Waner S., Costenoble S. R., *Introduction to Logic for Liberal Arts and Business Majors*,
<http://www.hofstra.edu/~matscw/logic/logicintro.html>
Żarnecka-Biały E., *Mała logika*, Wyd. UJ, Kraków, 1993
Żegleń U. M., *Wprowadzenie do semiotyki teoretycznej i semiotyki kultury*, Wydawnictwo Uniwersytetu
Mikołaja Kopernika, Toruń, 2000

ORGANISATION OF OFFICE WORK

Name of subject: Organisation of office work

Code: WSH-E/Adm.st./orgpracbiu162 or WSH-E/Adm.zaocz./orgpracbiu/16

Taught by: dr Mirosława Grodzka

Subject status: obligatory

Second Term

Total number of hours: 20

Number of credit points : F. 2, P. 1

Course objectives: acquainting the students with office procedures which support managing a company including preparation of information, planning company meetings and events, cooperation with clients and the media, producing and storing documentation, producing correspondence, following the office code of behaviour, knowledge of the organisational culture of foreign partners

Course contents:

Office work – its sense, nature and meaning. Administration professional – a new category of office worker. Competency profile of an administration office worker. Role of office work in the decision and management process. Managing information. Correspondence. General principles of producing typical correspondence. Special features of correspondence dealing with personal, commercial, financial and administrative issues. Other forms of communication. Public communication (meetings, debates, business talks). External communication of the firm. Documentation order. Organisation of working time. Contacts with clients. Future changes in office work. Virtual offices. Benefits of teleworking. Organisational culture of foreign partners.

Readings:

1. Fuchsel H. *Sekretariat, czyli centrum informacyjne firmy*. Poltext, W-wa 2002r.
2. Jon Spencer, Adrian Pruss *Profesjonalna sekretarka. Komunikacja interpersonalna cz.I, cz.II Funkcje menedżerskie*. PWE, W-wa 1999r.
3. Wiśniewska- Sabłowska M. *Technika biurowa*. Wyd. eMPi Poznań 2003r.
4. Wanago-Ignaczak B. *Korespondencja biurowa Ethos*, W-wa 1998r. Czasopismo SEKRETARIAT wyd. INFOR-u

Methods of students' assessment: regular attendance and active participation in classes. Final test.

Requirements for positive completion of the course: acquisition of complex, specialised terminology typical of the business language, practical use of typical expressions and phrases; non-assisted production of passages for various types of writing.

Individual work: Preparation and presentation of papers. Practical classes on the art of communication, presentation skills, creating company's image.

PARTICULAR ADMINISTRATIVE PROCEEDINGS

Name of subject: Particular administrative proceedings

Code: WSH-E/Adm.st./szczpostadm/16 or WSH-E/Adm.zaocz./szczpostadm/16

Taught by: dr Monika Kępa

Subject status: obligatory

Semester: VI

Total number of hours: 15

Number of credit points: 2

Course objectives:

Acquainting the students with the institutions and basic terminology related to particular administrative proceedings; demonstrating the tasks and functions of particular administrative proceedings and defining mutual relations between general administrative proceedings and different forms of particular proceedings.

Detailed course contents:

General administrative proceedings following the provisions of the Code of Administrative Proceedings as the fundamental method of solving individual administrative questions. The reason for introducing separate categories of administrative proceedings is, first of all, a significant individuality of the subject matter and kinds of rulings in special proceedings.

There is a significant mutual relationship between general administrative proceedings and individual special proceedings. This relationship, and especially applicability and range of application of general administrative law norms is not regulated generally, but is related to each kind of proceedings. There are two dominating models of application of provisions of General Administrative Law: 1) general norms included in the Code of Administrative Proceedings are applied in individual special administrative proceedings unless there are special proceedings regulations to the contrary 2) only specifically denoted laws or clusters of laws, which deal with individual institutions or participation of entities in proceedings, are applied

Proceedings regulated by the Code of Administrative Proceedings. Proceedings related to national insurance cases. Proceedings related to issuing certifications. Proceedings related to complaints, motions and petitions.

Proceedings regulated by particular acts of law, outside the Code of Administrative Procedure. There are numerous administrative proceedings following particular acts of law, which often centre predominantly on substantive law solutions. It results from a considerable range of administrative law regulations, which direct the principles of legal entities functioning and the scope of intervention of public law entities exerting their power.

Fiscal proceedings. Duty proceedings. Proceedings concerning restructuring some administrative law liabilities due from businesses.

Specialised readings for students :

B. Adamiak, J. Borkowski, *Postępowanie administracyjne i sądownoadministracyjne*, Warszawa 2004,

E. Bojanowski, Z. Cieślak, J. Lang, *Postępowanie administracyjne i postępowanie przed sądami administracyjnymi*, Warszawa 2004,

K. Chorąży, W. Taras, A. Wróbel, *Postępowanie administracyjne, egzekucyjne i sądownoadministracyjne*, Kraków 2005,

M. Jaśkowska, A. Wróbel, *Kodeks postępowania administracyjnego. Komentarz*, Kraków 2000

L. Żukowski, R. Sawuła, *Postępowanie administracyjne i postępowanie przed Naczelnym Sądem Administracyjnym*, Warszawa 2004.

PENAL TAX CODE

Name of subject: Penal Tax Code

Code: WSH-E/Adm.st./kks/16 or WSH-E/Adm.zaocz./kks/16

Taught by: mgr Antoni Batko

Subject status: obligatory

Semester: V

Total number of hours: 15

Number of credit points : 1

Course objectives: Acquainting the students with the basic concepts of copyright and neighbouring rights, their carrier and subject matter; discussion of civil and penal responsibility in case of breach of copyright or neighbouring rights.

Course contents:

- rules of criminal responsibility
- categories of crimes/offences
- forms of criminal act
- exemption from criminal responsibility
- guidelines concerning severity of penalty; resignation from punishing the perpetrator
- tax crimes
- tax offences
- parliamentary law definitions
- proceedings in penal fiscal cases

Sources:

1. *Kodeks karny skarbowy. Komentarz* ed. by T. Grzegorzczak ABC W-wa 2001r.

2. G. Bogdan *Przepisy wprowadzające k.k.s..Komentarz* Nowa kodyfikacja karna wyd. Ministerstwa Sprawiedliwości, W-wa 2000r.
3. G. Bogdan i in. *Kodeks karny skarbowy z komentarzem* Sopot 2000r.

Methods of students' assessment: oral test

PHILOSOPHY

Name of subject: Philosophy

Code: WSH-E/ Adm.st./fil/16 or WSH-E/ Adm.zaocz./fil/16

Taught by: dr Ewa Kuźma

Subject status: obligatory

Semester: III

Total number of hours: F. 20, P. 20

Number of credit points : F. 3, P.2

Course objectives: Acquainting the students with the history of philosophical thought, its directions and major representatives. Presenting the significance of philosophy in the process of searching for the aim and sense of one's own life.

Course contents:

- Meaning and functions of philosophy
- Greek Philosophy
- Development of Christian Social and Philosophical Thought
- Ideas and Trends in Modern Philosophy
- Major thesis of Positivism
- Theoretical sources of Marxism, major theses of dialectical and historical materialism
- Contemporary Christian Philosophy
- Major Theses of Psychoanalysis and Neopsychoanalysis
- Behavioral Concept of the Human Being
- Existentialism
- Phenomenology
- Hermeneutics

Sources :

J. Legowicz: *Zarys historii i filozofii. Elementy doksografii* (różne wydania)

W. Tatarkiewicz: *Historia filozofii*, 1.1, II i III (różne wydania)

F. Compton: *Historia filozofii*, t. XIU i IX (przeł. B. Chwedeńczuk), Warszawa 1989 i 1991

M. Hempoliński: *Philosophy współczesna*. (Wprowadzenie do zagadnień i kierunków). Warszawa 1989

S. Kowalczyk: *Zarys filozofii człowieka*. Sandomierz 1990

Philosophy współczesna pod red. Z. Kuderowicza, 1.1, II. Warszawa 1990

Diogenes Laertios: *Żywoty i poglądy słynnych filozofów*. Warszawa 1984

A. B. Stępień: *Elementy filozofii*. Lublin 1982

A. Sikora: *Filozofowie XVII wieku*. Warszawa 1978

C. Wodziński: *Heidegger i problem zła*. Warszawa 1994

K. Wojtyła: *Osoba i czyn*. Kraków 1969

Zarys dziejów filozofii w Polsce, pod red. J. Domańskiego. Warszawa 1986

Jan Paweł II: *Przekroczyć próg nadziei*. Lublin 1994

Jan Paweł II: *Siła wiary i umysłu*. Poznań 1997

Św. Augustyn: *Wyznania*. Warszawa 2001

B. Pascal: *Mysli*. Warszawa 2001

Platon: *Uczta Eutyfron Obrona Sokratesa Kriton Fedon*. Warszawa 1984

A. Moir, D. Jessel: *Pleć mózgu*. Warszawa 1993

Z. Freud: *Psychopatologia życia codziennego. Marzenia senne*. Warszawa 2000

W. Tatarkiewicz: *O szczęściu*. Warszawa 1980

Final pass grade: based on oral examination

Methods of students assessment: oral examination

PUBLIC ECONOMIC LAW

Name of subject: Public Economic Law

Code: WSH-E/Adm.st./prgosp/16 or WSH-E/Adm.zaocz./prgosp/16

Taught by: dr Eliza Komierzyńska-Orlińska

Subject status: obligatory

Semester: VI

Total number of hours: F. 50, P. 30

Number of credit points: F. 5, P. 3

Course objectives: acquainting the students with the basic institutions in the area of Public Economic Law with reference to some EU laws.

Course contents:

- Public Economic Law vs. EU Public Economic Law
- Economic freedom in Polish and EU law
- Concept of entrepreneur (entrepreneurship) in Polish Public Law and EU law
- Commencing and executing economic activity
- Economic activity of foreign investors in the Republic of Poland
- Public economic activity
- Protection of competition

Readings:

- 1) *Prawo gospodarcze. Zagadnienia administracyjno prawne* (pod red. naukową M. Wierzbowskiego i M. Wyrzykowskiego) Wydawnictwo Prawnicze Lexis Nexis Warszawa 2005,
- 2) C. Kosikowski: *Polskie publiczne prawo gospodarcze*. Warszawa 2002 (wydanie 5 uaktualnione) - chapter I,
- 3) A. Cieśliński: *Wspólnotowe prawo gospodarcze*. Warszawa 2003 - chapter II i VI,

PUBLIC PROCUREMENT

Name of subject: Public procurement

Code: WSH-E/Adm.st./zampubl/16 or WSH-E/Adm.zaocz./zampubl/16

Taught by: mgr Roman Misiuta

Subject status: obligatory

Semester: VI

Number of hours per week: 15

Number of credit points: 1

Course objectives: 1) Acquainting the students with the basic questions of Polish Public Procurement Law including applicable EU regulations in the area.

2) Acquainting the students with the principles and methods regulating spending of public funds by institutions of the public finances sector and other entities which are obliged to follow the Public Procurement Law of January, 29th 2004.

Course contents:

Lectures will be divided into two parts: a general and a detailed one. The former will include the discussion of:

- 1) sources of public procurement law
- 2) principles of the public procurement system
- 3) basic definitions and terms used in the public procurement law
- 4) subject and object scope of act of law
- 5) course of public procurement granting procedure
- 6) ways and principles of documenting proceedings
- 7) public procurement contracts (elements of contracts, additional clauses, relation to the provisions of the Civil Law Code)
- 8) controls of public procurement
- 9) means of legal protection (protest, appeal, complaint)
- 10) responsibility for breaking the Public Procurement Law

The latter part will include the discussion of:

- 1) proceedings connected with preparation of public procurement offer
- 2) forming and functioning of tender shortlist panel
- 3) choosing the right form of public procurement granting
- 4) most important elements of procurement conditions specifications
- 5) choice of best offer
- 6) current modes of public procurement
 - a) open tender

- b) limited tender
- c) negotiations preceded by announcement
- d) negotiations not preceded by announcement
- e) unconstrained purchase orders
- f) price request procedure
- g) electronic auctions
- h) tender proceedings

Recommended Legal Acts:

- 1) Ustawa z dnia 29 stycznia 2004 r. Prawo Zamówień Publicznych z dnia 29 stycznia 2004r (Dz. U nr 19, póź. 177, z późn. zm.)
- 2) Ustawa z dnia 26 listopada 1998 r. o finansach publicznych (tekst jednolity: Dz. U. z 2003 r. Nr 15, póź. 148 z późn. zm.)
- 3) Rozporządzenie Prezesa Rady Ministrów z dnia 8 marca 2004 r. w sprawie średniego kursu złotego w stosunku do Euro stanowiącego podstawę przeliczania wartości zamówień publicznych (Dz. U. Nr 40 póź. 356)
- 4) Rozporządzenie Prezesa Rady Ministrów z dnia 15 marca 2004 r. w sprawie wzorów ogłoszeń przekazywanych Prezesowi Urzędu Zamówień Publicznych oraz Urzędowi Oficjalnych Publikacji Wspólnot Europejskich (Dz. U. Nr 48, póź. 460).
- 5) Rozporządzenie Prezesa Rady Ministrów z dnia 22 marca 2004 r. w sprawie zakresu informacji zawartych w rocznym sprawozdaniu o udzielonych zamówieniach publicznych oraz jego wzoru (Dz. U. Nr 50, póź. 479).
- 6) Rozporządzenie Prezesa Rady Ministrów z dnia 7 kwietnia 2004 r. w sprawie protokołu postępowania o udzielenie zamówienia publicznego (Dz. U. Nr 71, póź. 646)
- 7) Rozporządzenie Prezesa Rady Ministrów z dnia 7 kwietnia 2004 r. w sprawie rodzajów dokumentów potwierdzających spełnianie warunków udziału w postępowaniu o udzielenie zamówienia publicznego, jakich może żądać zamawiający od wykonawcy. (Dz. U. nr 71, póź. 645)

Specialised readings for students:

- 1) Czajkowski Tomasz (red.) *Prawo zamówień publicznych. Komentarz*, wyd. Urząd Zamówień Publicznych, Warszawa 2004,
- 2) Pieróg Jerzy *Zamówienia publiczne. Komentarz*, wyd. C.H. Beck, 2004,
- 3) Panasiuk Andrzej, Mikołajczyk Agata, Siedlecki Tomasz *Prawo Zamówień Publicznych z komentarzem*, Wydawnictwo Branta, Warszawa 2004,

Publications of the Public Procurement Office available at the Office's website: www.uzp.gov.pl :

- a) Dariusz Koba "Zamówienia na dostawy i usługi". Poradnik, wyd. Urząd Zamówień Publicznych, Warszawa 2004,
- b) Strzelczyk Halina, Chojecka Beata "Zamówienia na roboty budowlane". Poradnik, wyd. Urząd Zamówień Publicznych, 2004 r.
- c) Łysakowski Waldemar "Środki Ochrony Prawnej" Poradnik, wyd. Urząd zamówień Publicznych, Warszawa 2004

SECURITIES

Name of subject: Securities

Code: WSH-E/Adm.st./papwart/16 or WSH-E/Adm.zaocz./papwart/16

Taught by: dr Elżbieta Hławacz-Pajdowska,

Subject status: obligatory

Semester: V

Total number of hours: 15

Number of credit points: 1

Course contents:

1. Underlying concepts and divisions of security market - introduction

Nature of security market

Instruments of the security market and their categories

Functioning of the security market in Poland - legal regulations

2. General principles of public trade in securities.

Concept and general principles

Securities as trade objects

Introducing securities onto public market

Regulated market

3. Investment Securities

Function of Securities

Nature and kinds of securities

4. Market of investment securities

Role and division of security market

Participants in the investment securities market

Investment funds

5. Concept and functions of short-term debt securities

Treasury bills

Bank bills

Investment commercial notes

6. Money market

Nature of money market

Procedures of issuing short-term debt securities

Course of transaction

7. Capital market

Nature of capital market

Features of contemporary capital market vs. Polish securities market

Factors determining interest rate

Primary market

Setting issue price

Placing issued securities in public trading secondary market.

8. Institutions of public trade in securities

The Polish Securities and Exchange Commission, conducting brokerage activity,

The National Depository for Securities

9. Capital market institutional investors

Commercial Banks

Insurance Companies and Open Pension Funds

Investment Funds

10. Stock Exchange

Legal status of Stock Exchange

Concept and Stock Exchange and its structure

Participants

Transactions

Transaction settlement and information system

11. Warsaw Stock Exchange

Institutions

Introducing stock into exchange

Current price

Exchange members

Block transactions

Publishing stock exchange information

12. Over-the-counter market

Legal status of the Centralna Tabela Ofert company

Trading on the over-the-counter market

13. Shares

Concept of shares

Types of shares and related rights

Rights of shareholders

Pricing of shares

Share subscription right

ADR's and GDR's

Market share indices

14. Bonds

Concept of bond

Basic types of bonds

Rules of bond issue in Poland

Pricing of bonds

Polish government bonds

Polish municipal bonds

Trading in bonds in Poland

Mortgage bonds

15. Cheques

Concept and functions of cheques

Composition of cheques

Types of cheques

Payment and recovering cheque payment

16. Bill of Exchange

Concept of bill of exchange

Types and functions of bills of exchange

Elements of bill of exchange and its clauses

Payment and recovering payment

Bill of exchange as tool of financial credit

Use of guarantee function of bill of exchange

Discount and rediscount of bills

Readings:

1. *Rynek papierów wartościowych*, Witold Bień, wydanie V zaktualizowane i rozszerzone, Delfin, Warszawa 2001.
2. *Systemy finansowe w Polsce*, praca zbiorowa pod redakcją B. Pietrzak, Z. Polański, Wydawnictwo Naukowe PWN, Warszawa 1997,
3. *Rynek finansowy i jego mechanizmy. Podstawy teorii i praktyki*, Wiesław Dębski, Wydawnictwo Naukowe PWN, Warszawa 2001.
4. *Rynek kapitałowy w Polsce*, Mirosław Dusza, Wydawnictwo BMiB, Warszawa 1999,
5. *Prawo papierów wartościowych w zarysie*, Jan Mojak, Wydawnictwo Kantor, Zakamycze 2001.
6. *Instrumenty finansowe*, Sławomir Soroczyński, Mirosław Witek, Dom Wydawniczy ABC, Kraków 2000.

SOCIOLOGY OF LAW

Name of subject: Sociology of Law

Code: WSH-E/Adm.st./socpr/16 or WSH-E/Adm.zaocz./16

Taught by: dr Sławomir Pilipiec

Subject status: obligatory

Semester: I

Total number of hours: F. 25, P. 20

Number of credit points : 2

Course objectives: Presentation of basic questions connected with the creation and application of law in the society (social functioning of law).

Course contents:

- Introduction to the problems of sociology. Precursors of sociology of law (E. Durkheim, M. Weber, F.C. von Savigny, J. Bentham, L. Duguit).
- functionalism in law
- Sociology of law in the world and in Poland.
- Subject and research methods of sociology of law
- L. Petrażycki's Theory of Law Functioning
- A. Podgórecki's hypothesis of three-tier functioning of law
- Process of decision making by an addressee of a legal norm (informational, motivational and controlling function of law)
- Legal awareness resulting from research and a theoretical model of its formation
- Attitudes towards law: legalism, conformism, opportunism
- The question of law's effectiveness and interpretation of its ineffectiveness on basis of selected theories of deviation
- Functions of law and processes of shaping its prestige

Basic sources:

Pieniżek A., Stefaniuk M., *Socjologia prawa. Zarys wykładu*, Zakamycze 2003.

Selected readings:

Krieske K. *Socjologia prawa*, Polskie Wydawnictwo Prawnicze 2001.

Borucka – Arctowa M., *O społecznym działaniu prawa*, Warszawa 1967.
Borucka – Arctowa M. (red.), *Poglądy społeczeństwa polskiego na stosowanie prawa*, Ossolineum 1978.
Podgórecki A., *Zarys socjologii prawa*, Warszawa 1971.
Podgórecki A., *Socjologiczna teoria prawa*, Warszawa 1998.
Siemaszko A., *Granice tolerancji. O teoriach zachowań dewiacyjnych*, Warszawa 1993.

SYSTEM OF GOVERNMENT ADMINISTRATION BODIES

Name of subject: System of Government Administration Bodies

Code: WSH-E/Adm.st./sysorgadm/16 or WSH-E/Adm.zaocz./sysorgadm/16

Taught by: dr hab. Arkadiusz Bereza

Subject status: obligatory

Semester: II

Total number of hours: 20

Number of credit points : 2

Course objectives: teaching the students about the specialist issues of organisation, relations and competencies of government administration bodies in Poland. The students are also to be acquainted with the procedures of functioning and forms of activity of the Cabinet and the supreme bodies of government administration, with special stress on their practical functions.

Course contents:

- The concept of public administration and structure of public administration in Poland (system of central government institutions and local government administration)
- Praxeological and theoretical foundations of effective and citizen-friendly public administration
- Government administration and the principles of democratic rule
- The Cabinet and the supreme (constitutional) institutions of government administration (their organisation and principles of functioning)
- Departmental structure of government administration
- Legal position of minister; organisation and principles of organisation of ministries and other central administration bodies
- Central administration in voivodship region
- Structural relationships of central government administration and local government administration
- Civil Service – concept, legal foundations and status of members of the Civil Service Corps.
- Public administration in Poland vs. public administration models in selected European countries and the USA (comparative analysis)

Readings:

1. A. Bałaban (red.), *Rada Ministrów. Organizacja i funkcjonowanie*, Zakamycze 2002.
2. J. Boć (red.), *Administracja publiczna*, Kolonia Limited, wyd. III, Warszawa 2003.
3. J. Hausner (red.), *Administracja publiczna*, Warszawa 2003.
4. H. Izdebski, M. Kulesza, *Administracja publiczna. Zagadnienia ogólne*, wyd. 2, Warszawa 2004.
5. E. Zieliński, *Administracja rządowa w Polsce*, Warszawa 2001.

SYSTEM OF LEGAL PROTECTION INSTITUTIONS

Name of subject: System of legal protection institutions

Code: WSH-E/Adm.st./ustrorgochr/16 or WSH-E/Adm.zaocz./ustrorgochr/16

Taught by: dr Sławomir Pilipiec

Subject status: obligatory

Semester: II

Total number of hours: F. 50, P. 30

Number of credit points : 3

Course objectives:

Acquainting the students with basic institutions and bodies included in the system of legal protection institutions which enable individuals and legal entities to function within the country's legal system, make use of their constitutional rights and fulfil their duties.

Course contents:

- Concepts of legal protection and of legal protection bodies.
- Court institutions
- Quasi –court institutions
- Bodies controlling legality of laws and observance of law
 - Public Attorney Office
 - Commissioner for Civil Rights Protection
 - Supreme Chamber of Control
 - Inspector General for the Protection of Personal Data
 - National Broadcasting Council
 - Police
 - Internal Security Agency and Intelligence Agency
 - Border Guard
 - President of the Office of Competition and Consumer Protection Labour Inspectorate
 - State Commercial Inspection
 - State Sanitary Inspection
 - Tax Control Bodies
- Legal help entities
 - solicitors
 - Legal advisers
 - Notaries
 - patent attorneys
 - Tax advisers
 - court executive officers
- Ombudsmen
 - Commissioner for Civil Rights Protection
 - The Ombudsman for Children

Specialised readings for students:

Bodio J., Borkowski G., Demendecki T., *Ustrój organów ochrony prawnej. Część szczegółowa*, Kraków 2005.

Prusak F., *Organy ochrony prawnej, wprowadzenie, teksty ustaw*, Warszawa 2002

Szmulik B., Żmigrodzki M. (red.), *Ustrój organów ochrony prawnej*, Lublin 2005

Włodyka S., *Ustrój organów ochrony prawnej*, Warszawa 1975 (w zakresie pojęć ogólnych)

THEORY OF ADMINISTRATION

Name of subject: Theory of administration

Code: WSH-E/Adm.st./naukadm/16 or WSH-E/Adm.zaocz./naukadm/16

Taught by: Dr Eliza Komierzyńska-Orlińska

Mgr Paulina Pokorowska

Subject status: obligatory

First Term

Total number of hours: F. 40, P. 20

Number of credit points : 4

Course contents:

- General characteristics of the discipline
- Axiology of political-legal thought in the process of development of public administration and theory of administration: selected issues.
- Analysis of selected models of public administration
- Genesis and development of the theory of administration
- Public administration. Analysis of function.
- Public administration structures
- Public administration in the Third Republic of Poland. Theoretical and dogmatic analysis.
- Cadres in administration. Civil Service code of values.

Readings:

1. Izdebski H., Kulesza M.: *Administracja Publiczna. Zagadnienia ogólne*, Warszawa 2004
2. Leoński Z.: *Nauka administracji*, Warszawa 2004
3. Longchams F.: *Założenia nauki administracji*, Poznań 1991
4. Szreniawski J.: *Wstęp do nauki administracji*, Lublin 2003
5. Zdyb M.: *Zarys historii myśli organizatorskiej*, Lublin 1987