

Kwalifikacja pełna na poziomie siódmym Polskiej Ramy Kwalifikacji i europejskich ram kwalifikacji

## **Administrative Studies; Kazimierz Wielki University**

Status: włączona funkcjonująca

Rodzaj: pełna

Kategoria: studia wyższe

Poziom studiów II stopnia

### **Krótką charakterystyka kwalifikacji**

The graduates possess extensive and in-depth knowledge concerning the organization, functioning and competencies of both public and private administration entities. They can perform individual work as well as manage work processes. They administer public and private affairs based on their understanding of legal regulations and other knowledge resources relevant to administrative processes. They carry out tasks of public administration, taking into account legal, economic, cultural and ethical factors. They demonstrate a profound understanding of structural issues – the system of state organs, economics and finance in the context of macroeconomics and monetary policy, as well as management sciences and quality management in relation to organizational structures and theories of organization and management. They possess extensive knowledge of administration, particularly its role in the economy. They know legal regulations concerning the functioning of economic entities and their environment, including public administration units. They utilize comprehensive knowledge of administrative law as well as local government finance and management. The graduates are knowledgeable about the functioning of local government in Poland and Europe, are familiar with the system of EU project financing and the principles of project preparation, and they know how to apply for their funding. They can organize and manage teamwork effectively. They have extensive and in-depth knowledge of management and public safety.<br><br>The graduates are prepared to work in local government administration, national government administration at all levels as well as in the administration of various economic entities. They may seek employment as administrative-office workers or as persons managing the activities of non-governmental institutions (e.g. foundations) and private administration (e.g. banks, manufacturing, service and trading companies). The graduates are prepared to work in organizations responsible for maintaining public order and security (police, border guards, municipal guards), tax offices, and tax chambers.<br><br>The graduates have B2+ language skills as defined by the standards of the Common European Framework of Reference for Languages and use specialized administrative and legal terminology in a chosen foreign language.<br><br>

## **Informacje o kwalifikacji**

### **Informacje o kierunku studiów**

#### **Status studiów**

Prowadzone

#### **Tytuł zawodowy / Stopień**

Magister lub inny równorzędny

#### **Profil studiów**

Ogólnoakademicki

#### **Forma prowadzenia studiów**

Studia stacjonarne

#### **Język kształcenia**

język polski

#### **Dodatkowe informacje na temat kwalifikacji**

In elective courses, students of the field can study extended content of subjects related to local government administration, administration in the economy and public safety administration.<br>The graduates are prepared to continue their education in doctoral schools and gain qualifications at EQF level 8.<br>The curriculum is assigned to the discipline of legal science.<br>

### **Informacje dodatkowe**

#### **Liczba punktów ECTS**

120

#### **Czas trwania studiów - liczba semestrów**

4

#### **Kod ISCED**

0413 - Zarządzanie i administracja

#### **Kod kwalifikacji (od 2020 roku)**

30113

## **Instytucje certyfikujące i podmioty powiązane z kwalifikacją**

#	Instytucje certyfikujące (IC)	Instytucje walidujące
1	Uniwersytet Kazimierza Wielkiego w Bydgoszczy	