**Załącznik nr 3**

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| **Module card** | | |
| I. GENERAL INFORMATION | | |
| **THE WITELON STATE UNIVERSITY OF APPLIED SCIENCES IN LEGNICA**  **DEPARTMENT FACULTY OF HUMANITIES AND SOCIAL SCIENCE** | | |
| **Field** | Administration | |
| **Module title** | Public Procurement, Public Law Contracts | |
| **Language of lecture** | English | |
| **ECTS points** | 4 | |
| **Preliminary conditions:** | none | |
| II. Education aims | | |
| Objective 1: General familiarization of students with the issues of public procurement. | | |
| Objective 2: Understanding the purpose of the regulation and the basic principles of its application. | | |
| III. Education outcomes | | |
| **Knowledge** To acquire basic knowledge of public procurement law.  **Skills** To get familiarized with seminal cases of public procurement law, and learn how to find, read and apply them.  **Social competence** To deepen their capacity to solve a legal problem. | | |
| IV. EDUCATIONAL METHODS | | |
| Assesment method: 1. Teaching methods: problem lecture, brainstorming, discussion.  2. Teaching tools: multimedia presentations, source texts. | | |
| **Student workload:** none | | |
| V. MODULE TYPE AND CONTENTS | | |
| LECTURE:  Public procurement and the transformation - a bit of history.  Concept of public procurement law and its role in the economy.  Legal acts regulating the public procurement system in Poland and European Union and their evolution.  Material scope of the act on Public Procurement: supplies, works, services. Amount thresholds and types of orders. Principles of contract award procedures – effectiveness, fair competition equal treatment of economic operators, equality, openness, transparency, impartiality and objectivity.  Exclusions from application of the act (total and partial).  Procedure for awarding public contracts – preparation, instigation, conduct. Description of the subject matter of the contract, determination of the contract value, the specification of essential terms of the contract. Procedures for awarding public contracts: duties of the contracting authority, joint contract award, exclusion of persons carrying out activities in the procedure, tender committee, admissibility of applying for a contract, exclusion of contractors. Framework agreements and dynamic purchasing system. Public contracts and concessions for works and services. Legal protection measures. Responsibility of contracting authority for violations.  WORKSHOPS:  Initiation of the procedure: rules on contract notices, submission of the tender, rejection of the tender, selection of the most advantageous tender, electronic auction, invalidation of the procedure. Modes of awarding of public contracts: open and restricted tender, negotiations with and without notice, competitive dialogue, direct agreement, electronic auction. | | |
| VII. ECTS POINT BALANCE SHEET - STUDENT'S WORKLOAD | | |
| **Category** | | **Student’s workload** |
| ***Contact hours*** | | **30** |
| Participation in lectures | | 18 |
| Participation in classes, workshops | | 12 |
| Exam | |  |
| ***Independent student’s work*** | | **70** |
| Preparation for the lecture | | 10 |
| Preparation for the classes, workshops | | 20 |
| Preparation for the test | | 20 |
| Preparation for the exam | |  |
| Preparing the project | | 20 |
| Preparing multimedia presentation | |  |
| ***Total numer of hours*** | | 100/100 |
| ***ECTS points*** | | 4 |
| VIII. Recommended literature | | |
| 1. K. Saja-Żwirkowska (red.), *Zamówienia publiczne w 3 krokach,* Wydawnictwo Wiedza i Praktyka, Warszawa 2013.  2. J. Kopietz-Unger, *Zamówienia publiczne w Unii Europejskiej,* Szkoła Główna Handlowa. Oficyna Wydawnicza, Warszawa 2006.  3. J. Sadowy J., *Kryteria oceny ofert w postępowaniach o udzielenie zamówienia publicznego – przykłady*  *i zastosowanie*, Urząd Zamówień Publicznych, Warszawa 2011. | | |
| Ł. Korporowicz, *Prawo zamówień publicznych,* Vademecum, BRANTA – Oficyna Wydawnicza, Warszawa 2010  C. Bovis, *EU Public Procurement Law*, Elgar, 2011  European Regulations concerning Public Procurement | | |