



# ADMINISTRATION

**Degree:** Bachelor's degree  
**Faculty:** Faculty of Social Sciences  
**Specialisations:** public administration, social policy  
**Duration:** 3 years

The educational offer is addressed to all those interested in the problems of administration understood broadly. During the studies, students acquire interdisciplinary knowledge that allows them to gain competencies and practical skills in many fields connected to the administrative system of the Republic of Poland.

Education in the field of administration will enable students to acquire professional competencies desired by employers as well as practical skills, which is the basis for employing graduates both in the local and national markets as well as abroad. It will be possible thanks to highly qualified teaching staff with practical experience, modern infrastructure, a study programme prepared in consultation with the socio-economic environment as well as active cooperation with this environment regarding internships or classes.

## Educational goals

- preparing students to work in public administration institutions and units as well as in institutions dealing with social assistance, including, in particular, social assistance centres and district family assistance centres
- preparing students for work in the National Revenue Administration units, including the Customs and Revenue Service
- benefiting from the experience of practitioners, i.e. administrative employees as well as organising classes at such workplaces as, for example, the municipality office, county office or social assistance centre



### Selected general courses

- administration history and the present times
- organisation and management in administration
- political science
- public communication and image building in administration
- administrative procedures

### Selected specialisation courses

#### **Public administration**

- structure and tasks of governmental administration
- organisational culture in public administration

#### **Social policy**

- basics of family and guardianship law
- social welfare institutions in Poland

#### **Customs and fiscal administration**

- functioning of the National Revenue Administration, including roles and tasks of the customs and treasury service
- internal audit, external audit and EU funds



#### **Fatma, Turkey**

I am so happy to say that you are in the right place for your amazing Erasmus+ mobility. Doing my internship in Nysa was the best choice of my life. I have many friends that I have met there. Many different cultures, friends, journeys etc. Nysa is the best place for Erasmus+ because it is cheap, has a beautiful lake and river as well as a beautiful atmosphere. Besides the whole incredible Erasmus+, I just remember leaving Nysa with tears in my eyes. Furthermore, working as an intern was the best experience for me. I have so many "I am glad to say that". Just come to Nysa and experience the atmosphere.



#### **Avdi, Kosovo**

I had the best time in Nysa and one thing is for sure – I really miss being there. It has been almost a year since I went there for the first time and I wish I could relive that day again. For future students that will have the chance to be there: believe me when I say that you will have the best experience ever.