

**Subject card**

<b>Subject name and code</b>	Organisation and operation of public administration - lecture, PG_00131933						
<b>Field of study</b>	Law in administration and economy						
<b>Date of commencement of studies</b>	October 2024	<b>Academic year of realisation of subject</b>			2024/2025		
<b>Education level</b>	postgraduate studies	<b>Subject group</b>			Obligatory subject group in the field of study		
<b>Mode of study</b>	part-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	1	<b>Language of instruction</b>			Polish polish		
<b>Semester of study</b>	1	<b>ECTS credits</b>			6.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>					
<b>Conducting unit</b>	Katedra Prawa Administracyjnego -> Faculty of Law and Administration						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		dr hab. Radosław Giętkowski				
	<b>Teachers</b>		dr hab. Radosław Giętkowski				
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	20.0	0.0	0.0	0.0	0.0	20
	E-learning hours included: 0.0						
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	<b>Number of study hours</b>	20		0.0		130.0	150
<b>Subject objectives</b>	The aim of the subject is to familiarize the student with the basic principles of functioning of public administration and the system of this administration, with particular emphasis on the system of local administration - government and local government. The student is given elementary knowledge in the field of administration science and the systemic law of public administration.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	PAGMU2_UK06	The student is able to use knowledge of a foreign language at a level of at least B2+, among others, to prepare a typical letter related to the organization and functioning of public administration. He is also able to translate a text from a foreign language related to the subject of the major, and also has the ability to prepare a speech in a foreign language and communicate with a foreign-speaking person.	[SU4] test/exam - oral or written
	PAGMU2_KR05	The student follows the principles of ethics in administration and notices and formulates ethical problems related to their own and others' work in public administration structures. In addition, they seek optimal solutions to moral dilemmas.	[SK4] test/exam - oral or written
	PAGMU2_KR04	The student is ready to responsibly perform professional roles, develop professional achievements, continuously improve their education, and achieve subsequent levels of professional career in the organizational structures of public administration.	[SK4] test/exam - oral or written
	PAGMU2_WG01	The student understands at an in-depth level the facts and phenomena related to the organization and functioning of administration.	[SW4] test/exam - oral or written
	PAGMU2_WK06	The student follows the principles of ethics in administration and notices and formulates ethical problems related to their own and others' work in public administration structures. In addition, they seek optimal solutions to moral dilemmas.	[SW4] test/exam - oral or written
	PAGMU2_UU08	The student is able to independently and critically evaluate specific organizational or functional solutions in public administration as desirable or undesirable. In addition, he is aware of the complexity of issues related to the organization and functioning of public administration, therefore he understands the need for lifelong learning and the transfer of acquired knowledge to others.	[SU4] test/exam - oral or written
	PAGMU2_UO07	The student assumes the role of a leading member of a group who manages a team, an organization or an institution related to the broadly understood public administration; is ready to undertake the preparation and participation in the preparation of social projects, taking into account legal, economic and political aspects, including the preparation and implementation of projects co-financed by the European Union	[SU4] test/exam - oral or written
	PAGMU2_UK05	The student is able to conduct a debate on general and specialist topics related to law, in particular those related to the organization and functioning of public administration bodies, while respecting the diversity of views of the participants in the discourse.	[SU4] test/exam - oral or written

Course outcome	Subject outcome	Method of verification
PAGMU2_WG02	The student knows and understands in-depth the terminology and structures explaining the relationships occurring in the organizational structures of public administration. He also has in-depth knowledge of modeling decision-making processes in public administration bodies at both the government and local government levels.	[SW4] test/exam - oral or written
PAGMU2_UW03	The student is able to independently formulate and test hypotheses of simple research problems concerning the organization and functioning of public administration and carry out procedures for their solution.	[SU4] test/exam - oral or written
PAGMU2_UK04	The student is able to actively participate in groups, organizations and institutions related to the broadly understood law in administration and economy, and at the same time is able to communicate with people who are and are not specialists in this field	[SU4] test/exam - oral or written

Subject contents	1. General characteristics of public administration 1.1. The concept of public administration 1.2. Public administration in the objective and subjective approach 1.3. Public administration as bureaucracy 2. Structures of public administration 2.1. Types of public administration entities 2.2. Public administration bodies and their types 2.3. Centralized and decentralized structures 2.4. Levels of the administrative apparatus 3. Activities of public administration 3.1. Management 3.2. Decision-making 3.3. Planning 3.4. Execution of decisions 3.5. Control and supervision 4. System of state administration 4.1. Central administration 4.2. Local administration 4.2.1. Voivodship administration 4.2.1.1. Combined provincial administration 4.2.1.2. Non-combined provincial administration 4.3. District administration 5. System of local government 5.1. Types of local government units and their characteristics 5.2. Tasks of local government units 5.3. Direct democracy in local government 5.4. Bodies of local government units 5.4.1. Decision-making bodies 5.4.2. Executive bodies 5.5. Auxiliary entities 5.6. Supervision over the activities of local government units 6. Control of public administration 6.1. Structure of the control system 6.2. External control over administration 6.3. Intra-administrative control 6.4. Internal control in organizational units of public administration		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
		50.0%	100.0%

Recommended reading	Basic literature	Normative acts related to the lecture topic;  Z. Leoński, Nauka administracji, (current edition);  J. Zimmermann, Prawo administracyjne, Warszawa, current edition, część II i IV;
	Supplementary literature	Z. Cieślak (ed.), Nauka administracji, Warszawa, (current edition);  J. Sługocki, Prawo administracyjne. Zagadnienia ustrojowe, Warszawa, (current edition);  R. Giętkowski, K. Żukowski, O niektórych problemach filozoficznych prawa ustrojowego administracji publicznej, Gdańskie Studia Prawnicze 2007, t. XVIII  M. Możdżeń-Marcinkowski, Introduction to Polish Administrative Law, Warszawa 2012, chapter 1, 5 i 6;  D. H. Rosenbloom, Public administration: understanding management, politics, and law in the public sector, New York 1998.
	eResources addresses	Adresy na platformie eNauczenie:
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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