

**Subject card**

<b>Subject name and code</b>	Administrative and Administrative Court Proceedings - lecture, PG_00132088						
<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>	2025/2026				
<b>Education level</b>	Master's 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>	2	<b>Language of instruction</b>	Polish				
<b>Semester of study</b>	3	<b>ECTS credits</b>	5.0				
<b>Learning profile</b>	academic	<b>Assessment form</b>	exam				
<b>Conducting unit</b>	Department of Administrative Proceedings and Administrative Court Proceedings -> Faculty of Law and Administration -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>	dr Adam Bochentyn					
	<b>Teachers</b>	dr hab. Mariusz Bogusz					
<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		105.0	125
<b>Subject objectives</b>	The aim of the course is to familiarize students with the general legal regulation of administrative proceedings and administrative court proceedings in the scope resulting from the content of the curriculum and to prepare for the application of the administrative procedure in practice.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	PAGMU2_KR05	The student is aware of the importance of ethical and professional standards in the work of an official conducting administrative proceedings.	[SK1] oral statement/conversation/discussion
	PAGMU2_UW01	The student is able to use theoretical knowledge in the field of administrative and judicial proceedings to solve problems related to professional activity in public administration or entities conducting business activity.	[SU1] oral statement/conversation/discussion [SU8] observation of student's independent or team work
	PAGMU2_UO07	The student is ready to participate in the work of a team (also as a team leader), whose task is to solve basic problems related to the application of administrative law and judicial control of a public administration body.	[SU8] observation of student's independent or team work
	PAGMU2_UW03	The student is able to independently formulate hypotheses for simple research problems in the field of administrative and judicial proceedings and carry out procedures for solving them.	[SU1] oral statement/conversation/discussion [SU8] observation of student's independent or team work
	PAGMU2_WG02	The student knows the terminology in the field of administrative and administrative court proceedings, and is also able to characterize the process of applying administrative law and the course of judicial control of administration.	[SW4] test/exam - oral or written
	PAGMU2_UK06	The student is able to prepare a typical procedural letter in Polish and, using knowledge of a foreign language and available resources, translate the letter into a foreign language.	[SU8] observation of student's independent or team work
	PAGMU2_WK06	The student knows and understands economic, legal, ethical and other problems related to work in public administration, in particular work in entities conducting administrative proceedings.	[SW4] test/exam - oral or written
	PAGMU2_UU08	The student is able to independently acquire knowledge in the field of administrative and administrative court proceedings, and also understands that due to frequent changes in legal provisions regulating administrative and administrative court proceedings, it is necessary to update the acquired knowledge.	[SU1] oral statement/conversation/discussion [SU8] observation of student's independent or team work
	PAGMU2_KR04	The student knows that it is necessary to constantly improve their skills related to the application of legal provisions regulating administrative proceedings, and also understands the existing relationship between developing one's own skills and achieving professional advancement.	[SK1] oral statement/conversation/discussion [SK8] observation of student's independent or team work
	PAGMU2_UK05	The student is able to conduct a debate on topics related to administrative and administrative court proceedings.	[SU8] observation of student's independent or team work

	Course outcome	Subject outcome	Method of verification
	PAGMU2_WG01	The student knows what is the place of administrative procedure and judicial-administrative procedure in the system of Polish law, what is the place of the science of administrative and judicial-administrative procedure in the system of sciences and what is its relationship with other legal sciences.	[SW4] test/exam - oral or written

Subject contents	<p>The course program assumes presenting issues in the field of general administrative proceedings, including:</p> <ul style="list-style-type: none"> <li>- introductory issues (including the concept, structure and functions of administrative proceedings, the subject of administrative proceedings, general and specific types of administrative proceedings, modes of administrative proceedings, instances of administrative proceedings, stages of administrative proceedings);</li> <li>- entities conducting administrative proceedings;</li> <li>- party and participants in administrative proceedings;</li> <li>- initiation of administrative proceedings;</li> <li>- course of administrative proceedings and individual institutions during administrative proceedings;</li> <li>- discontinuation of administrative proceedings;</li> <li>- decisions and rulings of the authority in administrative proceedings;</li> <li>- silent settlement of the matter;</li> <li>- amicable settlement of matters;</li> <li>- issues of verification of administrative decisions and rulings;</li> <li>- ordinary means of appealing against the decision of the first instance body (appeal and request for reconsideration of the case), appeal proceedings and decisions of the second instance body;</li> <li>- means of appealing against rulings, complaint proceedings;</li> <li>- extraordinary administrative proceedings;</li> <li>- types of proceedings regulated in the Code of Administrative Procedure other than general administrative proceedings.</li> </ul> <p>Additionally, the program content includes issues related to administrative court proceedings:</p> <ul style="list-style-type: none"> <li>- models of judicial control of public administration;- structure of administrative justice in Poland;</li> <li>- scope of jurisdiction of administrative courts;</li> <li>- structure of a complaint to the provincial administrative court;</li> <li>- general characteristics of the proceedings before the provincial administrative court and the judgments issued therein;</li> <li>- general description of the issue of appealability of judgments of provincial administrative courts to the Supreme Administrative Court.</li> </ul>
Prerequisites and co-requisites	

Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Exam	51.0%	100.0%
Recommended reading	Basic literature	<p>Students independently learn about normative acts regulating the issues covered by the course program.</p> <p>M. Wierzbowski (red.), Postępowanie administracyjne ogólne, podatkowe, egzekucyjne i przed sądami administracyjnymi, Warszawa (aktualne wydanie);</p> <p>T. Woś (red.), Postępowanie administracyjne, Warszawa (current edition);</p> <p>T. Woś (red.), Postępowanie sądownoadministracyjne, Warszawa (current edition).</p>	
	Supplementary literature	<p>B. Adamiak, J. Borkowski, Postępowanie administracyjne i sądownoadministracyjne, Warszawa (current edition);</p> <p>R. Hauser, Z. Niewiadomski, A. Wróbel (red.), Prawo procesowe administracyjne. System Prawa Administracyjnego, t. 9, Warszawa (current edition);</p> <p>W. Dajczak, A. J. Szwarz, P. Wiliński (ed.), Handbook of Polish Law, Warszawa-Bielsko-Biała 2011 (chapter 13 - A. Skoczylas, Administrative Proceedings and Judicial Review of Administration);</p> <p>Z. Kmiecik (ed.), Contemporary Concepts of Administrative Procedure. Between Legalism and Pragmatism, Łódź 2023;</p> <p>J.-B. Auby (ed.), Codification of Administrative Procedure, Bruxelles 2014;</p> <p>M. Bąkowski, M. Bogusz, K. Kaszubowski, Postępowanie odwoławcze w ogólnym postępowaniu administracyjnym, t. I, Odwołanie w ogólnym postępowaniu administracyjnym. Przebieg postępowania odwoławczego, red. naukowa M. Bogusz, Gdańsk 2019;</p> <p>A. Bochentyn, M. Miłosz, Postępowanie odwoławcze w ogólnym postępowaniu administracyjnym, t. II, Decyzje organu odwoławczego, opłaty i koszty postępowania odwoławczego, zagadnienie zakresu zastosowania przepisów o postępowaniu odwoławczym w postępowaniu zażaleniowym, red. naukowa M. Bogusz, Gdańsk 2019.</p>	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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