University of Gdańsk

Subject card

Subject name and code	Basics of administration science - lecture, PG_00133306		
Field of study			
Date of commencement of studies	October 2024	Academic year of realisation of subject	2024/2025
Education level	undergraduate studies	Subject group	Obligatory subject group in the field of study
Mode of study	full-time studies	Mode of delivery	at the university
Year of study	1	Language of instruction	Polish polish
Semester of study	1	ECTS credits	1.0
Learning profile	practical	Assessment form	
Conducting unit	Faculty of Law and Administration		
Name and surname of lecturer (lecturers)	Subject supervisor	dr hab. Radosław Giętkowski	
	Teachers	dr hab. Radosław Giętkowski dr Jacek Wałdoch	

Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	30.0	0.0	0.0	0.0	0.0	30
	E-learning hours included: 0.0						

Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan	Participation in consultation hours	Self-study	SUM
	Number of study hours	30	0.0	0.0	30

Subject objectives	The main goal of the course is to provide students with general knowledge about public administration, introducing them to the study of specialized subjects related to it, especially legal and administrative subjects. The subject is intended to show what public administration was, is and what it actually is, how it functions, but also what it should be like in order to perform its functions as best as possible, thanks to which the subject also prepares for assessing the administration and means of improving it.

Learning outcomes	Course outcome	Subject outcome	Method of verification
	ADMINL3_WG03	has knowledge of the relationships between public administration structures and institutions	[SW4] test/exam - oral or written
	ADMINL3_WG05	has structured knowledge of the processes of change in social structures and institutions and their elements, as well as the consequences of these changes in the context of administration science	[SW4] test/exam - oral or written
	ADMINL3_WG01	has knowledge of the basics of administration science, their place in the system of sciences and mutual relations, knows and understands the basic terminology of these sciences, and also understands their importance for the economy and society	[SW4] test/exam - oral or written
	ADMINL3_WK10	knows and understands the most important dilemmas resulting from the development of civilization in the field of administration science	[SW4] test/exam - oral or written
	ADMINL3_WK06	has structured knowledge of legal and ethical norms and principles prevailing in administrative structures and institutions, as well as the practices of their application	[SW4] test/exam - oral or written
Subject contents	The concept of public administration.Public administration as a subject of scientific research and philosophical thought (genesis and development of administrative sciences, including the science of administration; administrative thought of the 19th and 20th centuries in Poland and Western Europe, in particular the concept of bureaucracy).Public administration in the modern model of state management (in particular the ideas of New Public Management, self-government and social participation).Factors shaping public administration (state system, political and legal doctrines, legal, moral and technical norms, technical progress and requirements of rational organization of work).Reforms and improvements in public administration.Public administration structures.Public administration staff.Basic types of public administration activities (leading, controlling, deciding, planning).		
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	Z. Leoński, Nauka administracji, Warszawa 2010; Z. Cieślak (ed.), Nauka administracji, Warszawa, wyd. aktualne.	
	Supplementary literature	E. Knosala, Zarys nauki administracji, Warszawa 2010; J. Boć (ed.), Nauka administracji, Wrocław 2013; H. Izdebski, M. Kulesza, Administracja publiczna. Zagadnienia ogólne, Warszawa 2004; W. Dawidowicz, Zagadnienia teorii organizacji i kierowania w administracji publicznej, Warszawa 1971;	
	eResources addresses	Adresy na platformie eNauczanie:	
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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