

Subject card

Subject name and code	Studies on administration - lecture, PG_00136373						
Field of study	Administration						
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	part-time studies	Mode of delivery			at the university		
Year of study	1	Language of instruction			Polish polish		
Semester of study	1	ECTS credits			5.0		
Learning profile	academic	Assessment form					
Conducting unit	Katedra Prawa Administracyjnego -> Faculty of Law and Administration						
Name and surname of lecturer (lecturers)	Subject supervisor		dr hab. Radosław Giętkowski				
	Teachers		dr hab. Radosław Giętkowski				
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		95.0	125
Subject objectives	<p>The main purpose of the course is to provide students with general knowledge of public administration, introducing them to the study of specialized subjects related to it, especially legal-administrative subjects. The subject is intended to show what public administration is and what it actually is, how it functions, but also what it should be like in order to perform its functions in the best possible way, thanks to which the subject also prepares students to make assessments of administration and measures to improve it. Translated with DeepL.com (free version)</p>						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ADMINL3_UW02] He/she uses fundamental theoretical knowledge in the field of administration and the related fields and academic disciplines to analyze and interpret issues connected with administration in its broad sense	_UW02 Is able to use basic theoretical knowledge of administration and related scientific disciplines to analyze and interpret problems related to public administration	[SU4] test/exam - oral or written
	[ADMINL3_WK01] The graduate has organized knowledge of legal and ethical norms and principles prevailing in administrative structures and institutions	Has a structured knowledge of the legal and ethical norms and principles prevailing in administrative structures and institutions	[SW4] test/exam - oral or written
	[ADMINL3_WG01] He/she demonstrates knowledge about the character of legal and administrative sciences, their position in the system of sciences and their mutual relations	K_WG01 has a basic knowledge of the nature of legal sciences, including legal-administrative sciences, their place in the system of sciences and mutual relations, as well as knows and understands the basic terminology of these sciences	[SW4] test/exam - oral or written
	[ADMINL3_UW01] The graduate observes and interprets social phenomena, analyzes their connections with various areas of administrative activity	K_UW01 is able to make observations and interpret social phenomena, analyzes their connections with different areas of administrative activity	[SU4] test/exam - oral or written
	[ADMINL3_KK03] He/she is ready to take up professional challenges, takes trouble and shows persistence in the implementation of individual and team activities in the field of administration	K_KK03 is ready to undertake professional challenges, undertakes effort and is characterized by perseverance in the implementation of individual as well as team activities in the field of administration	[SK4] test/exam - oral or written
	[ADMINL3_KK02] The graduate prepares responsibly for his/her work, appreciating the role of knowledge in solving professional problems	K_KK02 responsibly prepares for his work, appreciating the role of knowledge in solving professional problems in public administration	[SK4] test/exam - oral or written
	[ADMINL3_UW03] He/she is able to acquire knowledge independently and develop his/her professional skills using various sources (in native and foreign language) and modern technologies	K_UW03 is able to independently acquire knowledge and develop his/her professional skills, using various sources (native and foreign language) and modern technologies present in public administration	[SU4] test/exam - oral or written
	[ADMINL3_KR01] He/she sees and formulates moral problems and ethical dilemmas related to his/her own and someone else's work, looks for optimal solutions	Recognizes and formulates moral problems and ethical dilemmas learned in the science of administration that are related to his own and others' work, seeks optimal solutions	[SK4] test/exam - oral or written
	[ADMINL3_KK01] He/she is aware of the need to use the opinions of experts in situations that exceed the possibilities of solving the problem independently	K_KK01 Is aware of the need to use the opinion of experts in the field of public administration in situations that exceed the ability to solve the problem independently.	[SK4] test/exam - oral or written
	[ADMINL3_KO03] He/she is aware of the need to think and act in an entrepreneurial manner	Is aware of the need to think and act in an entrepreneurial manner	[SK4] test/exam - oral or written
	[ADMINL3_UO01] The graduate is prepared to actively participate in groups, organizations, and institutions implementing administrative activities, at the same time he/she is able to communicate with people who are and who are not specialists in administration	Is able to actively participate in the work of teams, organizations and institutions implementing administrative activities, at the same time is able to communicate the terminology of the science of administration with people who are and are not specialists in administration	[SU4] test/exam - oral or written

	<table border="1"> <thead> <tr> <th>Course outcome</th> <th>Subject outcome</th> <th>Method of verification</th> </tr> </thead> <tbody> <tr> <td>[ADMINL3_UO02] He/she can plan and organize his/her professional work, as well as the work of the team he/she cooperates with</td> <td>Students are able to plan and organize their professional work in public administration, as well as the work of the team with which they work</td> <td>[SU4] test/exam - oral or written</td> </tr> <tr> <td>[ADMINL3_UU01] He/she is aware of the level of his/her knowledge and skills, and understands the need for lifelong learning</td> <td>Students are able to assess the level of their knowledge and skills in the field of administrative science, as well as realize the need for lifelong learning</td> <td>[SU4] test/exam - oral or written</td> </tr> <tr> <td>[ADMINL3_WG05] The graduate has basic, structured knowledge about the processes of changing social structures and institutions and their elements and the consequences of these changes</td> <td>has a basic, structured knowledge of the processes of change of social structures and institutions related to public administration and their elements and the consequences of these changes</td> <td>[SW4] test/exam - oral or written</td> </tr> <tr> <td>[ADMINL3_KO01] He/she knows how to participate in preparing social, civic, legal and economic projects related to administration</td> <td>is ready to prepare social, civic, legal and economic projects related to administration</td> <td>[SK4] test/exam - oral or written</td> </tr> </tbody> </table>	Course outcome	Subject outcome	Method of verification	[ADMINL3_UO02] He/she can plan and organize his/her professional work, as well as the work of the team he/she cooperates with	Students are able to plan and organize their professional work in public administration, as well as the work of the team with which they work	[SU4] test/exam - oral or written	[ADMINL3_UU01] He/she is aware of the level of his/her knowledge and skills, and understands the need for lifelong learning	Students are able to assess the level of their knowledge and skills in the field of administrative science, as well as realize the need for lifelong learning	[SU4] test/exam - oral or written	[ADMINL3_WG05] The graduate has basic, structured knowledge about the processes of changing social structures and institutions and their elements and the consequences of these changes	has a basic, structured knowledge of the processes of change of social structures and institutions related to public administration and their elements and the consequences of these changes	[SW4] test/exam - oral or written	[ADMINL3_KO01] He/she knows how to participate in preparing social, civic, legal and economic projects related to administration	is ready to prepare social, civic, legal and economic projects related to administration	[SK4] test/exam - oral or written
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Subject contents	<p>1.General characteristics of public administration. The concept of public administration. Public administration in terms of objects and subjects.Basic functions of public administration. Main categories of subjects of public administration.2.Science of administration as a separate discipline of knowledge. The reasons for the separation of administrative sciences. The most important administrative sciences.The object of research of the science of administration.3.Genesis of the science of administration and its development.4.Research methods in the science of administration.5.Factors shaping public administration. The state system and systemic doctrines. Legal norms (with particular emphasis on the norms of administrative law). Moral and moral norms (with particular emphasis on the principles of official ethics). Other norms (technical,aesthetic, etc.). Requirements of rational organization of work. Political factors. Other factors.6.Structures of public administration. Creation of administrative structures. Line and staff units. Social and professional bodies. Collegial and monocratic bodies. Bodies with general and special powers. Level structure of the administrative apparatus. Centralized and decentralized structures.7.Personnel in the public administration apparatus. General characteristics of the clerical profession. Selection of administrative personnel. Preparation for work in administration. Factors of personnel improvement. Prevention of corruption in administration.8.Management in public administration. The concept of management. Selection of managerial personnel. Organization of the manager's work. Manager versus informal groups.9.Activities of public administration. Decision-making. Advising as part of the decision-making process. Planning as a special decision-making process.Execution of decisions. Control.10.Administration and the citizen. Determinants of the relationship between the administration and the citizen. Means of improving the relationship between the individual and the administration. Administration as a bureaucratic structure and bureaucratism as a factor hindering the relationship between administration and the citizen.Social evaluations of administration. 11.Transformations of administration. Types of transformations. Factors creating changes in administration. The way of carrying out administration reforms.Administration reforms in the Third Republic of Poland.</p>															
Prerequisites and co-requisites																
Assessment methods and criteria	<table border="1"> <thead> <tr> <th>Subject passing criteria</th> <th>Passing threshold</th> <th>Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td></td> <td>50.0%</td> <td>100.0%</td> </tr> </tbody> </table>	Subject passing criteria	Passing threshold	Percentage of the final grade		50.0%	100.0%									
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Recommended reading	<p>Basic literature</p> <p>Z. Leoński, Nauka administracji, Warszawa [latest edition];</p> <p>E. Knosala, Zarys nauki administracji, Warszawa [latest edition].</p>															

	Supplementary literature	<p>J. Boć (ed.), Nauka administracji, Wrocław [latest edition];</p> <p>J. Łukasiewicz, Zarys nauki administracji, Warszawa [latest edition];</p> <p>H. Izdebski, M. Kulesza, Administracja publiczna. Zagadnienia ogólne, Warszawa [latest edition];</p> <p>W. Dawidowicz, Zagadnienia teorii organizacji i kierowania w administracji publicznej, Warszawa 1971;</p> <p>D. H. Rosenbloom, Public administration: understanding management, politics, and law in the public sector, New York 1998.</p> <p>R. Giętkowski, O niektórych problemach filozoficznych prawa ustrojowego administracji publicznej (co-author K. Żukowski), Gdańskie Studia Prawnicze 2007, t. XVIII.</p>
	eResources addresses	Adresy na platformie eNauczenie:
Example issues/ example questions/ tasks being completed	-	
Work placement	Not applicable	

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