

**Subject card**

<b>Subject name and code</b>	Management in public administration - lecture, PG_00138360						
<b>Field of study</b>	Law						
<b>Date of commencement of studies</b>	October 2024	<b>Academic year of realisation of subject</b>			2027/2028		
<b>Education level</b>	uniform Master's studies	<b>Subject group</b>			Optional subject group		
<b>Mode of study</b>	part-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	4	<b>Language of instruction</b>			Polish		
<b>Semester of study</b>	8	<b>ECTS credits</b>			3.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>			exam		
<b>Conducting unit</b>	Faculty of Law and Administration -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		dr Mariusz Szatkowski				
	<b>Teachers</b>						
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	15.0	0.0	0.0	0.0	0.0	15
	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>	15		0.0		60.0	75
<b>Subject objectives</b>	The aim of the course is to familiarize the student with the complexity of management issues in public administration. The student recognizes the difference between managing a public administration entity in the systemic and functional sense, and also knows the legal conditions for these phenomena.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[PRAWOJ5_WG06] He/she has systematic knowledge about the man as the subject establishing social structures and principles of their operation and about the man as the individual operating in these structures	has structured knowledge about the individual and his or her relations with entities managing public administration, as well as about the human being as an individual functioning in these structures.	[SW4] test/exam - oral or written
	[PRAWOJ5_WG08] He/she has deepened knowledge of sources of Polish law, its changes and processes of law formation	has in-depth knowledge of legal regulations governing public administration management	[SW4] test/exam - oral or written
	[PRAWOJ5_KG03] He/she is prepared for active participation in groups, organizations and institutions connected with law, is also able to communicate with specialists and non-specialists in the field of law	is ready to actively participate in organizations and institutions managing public administration, is able to communicate with people who are and are not specialists in the field of public administration management	[SK4] test/exam - oral or written
	[PRAWOJ5_KR06] He/she behaves in ethical and professional way, follows the principles of ethics	The student understands the importance of ethical and professional behavior in public administration management	[SK4] test/exam - oral or written
	[PRAWOJ5_WK13] He/she has advanced knowledge of the functioning of professional self-governments in legal professions, is familiar with the principles of judges' and prosecutors' professions, and has knowledge of the organization of the judiciary in Poland.	has in-depth knowledge of the role of legal professional self-governments in managing public administration	[SW4] test/exam - oral or written
	[PRAWOJ5_WG01] The graduate demonstrates deepened and systematic knowledge about the character of legal science, its place in the system of sciences and mutual relations.	has in-depth and structured knowledge of the nature of legal sciences and their impact on entities managing public administration	[SW4] test/exam - oral or written
	[PRAWOJ5_KR07] The graduate is ready to take up professional challenges, takes up efforts and is persistent in the implementation of individual and group activities in the creation, application or interpretation of legal regulations and related sciences	is ready to take on professional challenges, makes an effort and is persistent in implementing individual and team activities in the field of public administration management	[SK4] test/exam - oral or written
	[PRAWOJ5_UU12] He/she acquires knowledge efficiently and develops his/her professional skills using various sources (in native and foreign language) and modern technologies	is able to efficiently acquire knowledge and develop professional skills related to public administration management, using various sources (in native and foreign languages) and modern technologies	[SU4] test/exam - oral or written
	[PRAWOJ5_KK01] The graduate is deeply aware of the level of his/her knowledge and skills, and also understands the need of lifelong learning	has a deeper awareness of the level of his/her knowledge and skills in the field of public administration management, and also understands the need for lifelong learning in connection with the changing legal and civilizational status	[SK4] test/exam - oral or written
	[PRAWOJ5_KK02] He/she is aware of the necessity to widen professional competences and qualifications, to improve skills, is able to indicate the direction of own development and education independently in widened and deepened way	is aware of the need to expand professional competences and qualifications in the field of public administration management, as well as improve skills, is able to independently determine the directions of his/her own development and education at an extended and in-depth level	[SK4] test/exam - oral or written
	[PRAWOJ5_WG02] He/she knows wide terminology and concepts in the scope of law and connected disciplines	knows the terminology and concepts of administrative law in the context of public administration management	[SW4] test/exam - oral or written

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[PRAWOJ5_WG03] He/she demonstrates deepened knowledge about the political system in Poland, about individual authorities with particular consideration of legislative authority and the judiciary,	has in-depth knowledge of the system of government in Poland, of individual government bodies, with particular emphasis on entities managing public administration	[SW4] test/exam - oral or written
[PRAWOJ5_WG04] He/she knows the system of Polish law, mutual connections within the system and connections of Polish law with the European Union law and international law	knows the Polish legal system in the field of public administration management, the interconnections within this system and the connections between Polish law and European Union law and international law	[SW4] test/exam - oral or written
[PRAWOJ5_UW07] He/she has the skills in understanding and analyzing social phenomena and utilizing this analysis in his/her professional work.	has a developed ability to understand and analyze social phenomena and use this analysis from the perspective of entities managing public administration	[SU4] test/exam - oral or written
[PRAWOJ5_UW05] He/she can observe and analyze moral, ethical and legal dilemmas in professional work	is able to perceive, analyze and has the ability to diagnose moral and legal dilemmas in the management of public administration	[SU4] test/exam - oral or written
[PRAWOJ5_UW03] The graduate demonstrates deepened skills of using complex theoretical points of view to analyze, interpret and plan strategies of legal activities; solves concrete problems connected with the creation, application and interpretation of legal regulations, anticipates the course of their solution and predicts the effects of planned activities	is able to use complex theoretical approaches in order to analyze, interpret and design strategies for legal actions; is able to generate solutions to specific problems related to the management of public administration and forecast the course of their solution and predict the effects of planned actions	[SU4] test/exam - oral or written
[PRAWOJ5_UW04] He/she efficiently observes and analyzes moral, ethical and legal dilemmas in professional work	efficiently uses legal and professional principles and standards related to public administration management	[SU4] test/exam - oral or written
[PRAWOJ5_UK08] The graduate has wide skills to prepare written works connected with the work of a lawyer in Polish and foreign language	is able to prepare professional letters on behalf of entities managing public administration	[SU4] test/exam - oral or written
[PRAWOJ5_UK09] He/she demonstrates wide skills in preparing speeches in the field of law in Polish and foreign language	has advanced skills in preparing oral presentations, in Polish and a foreign language, in the field of public administration management	[SU4] test/exam - oral or written
[PRAWOJ5_WK10] He/she understands and knows the basic concepts and principles of industrial property protection and copyright law, as well as understands the need for proper protection of intellectual property and managing its resources	The student knows the terminology in the field of industrial property protection and copyright law, understands the essence of intellectual property protection from the perspective of entities managing the administration	[SW4] test/exam - oral or written
[PRAWOJ5_WK11] The graduate has deepened knowledge of the principles of creating and developing basic forms of individual entrepreneurship.	the student has extensive knowledge of the role of principles and the way in which public administration management entities influence the forms of individual entrepreneurship	[SW4] test/exam - oral or written
[PRAWOJ5_UW02] The graduate utilizes theoretical knowledge in legal science and the connected academic disciplines to analyze and interpret complex legal issues	The student uses theoretical knowledge to interpret complex legal problems occurring in the process of managing public administration.	[SU4] test/exam - oral or written
[PRAWOJ5_UW01] He/she has advanced skills in observation and interpretation of social phenomena, analyzes their connections with various areas, activity of legal science and the related disciplines	has in-depth skills in observing phenomena occurring in the area of public administration management, is able to link them interdisciplinarily with other branches of law and related sciences	[SU4] test/exam - oral or written
[PRAWOJ5_WK12] He/she has knowledge of occupational health and safety in public administration institutions	has knowledge of occupational health and safety in organizational units of entities managing public administration	[SW4] test/exam - oral or written

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	[PRAWOJ5_WG09] He/she demonstrates deepened and systematic knowledge about the processes of changes of political systems and of individual authorities, as well as the consequences of these changes	has in-depth and structured knowledge of the processes of change in public administration management, as well as the consequences of these changes	[SW4] test/exam - oral or written
	[PRAWOJ5_UW06] The graduate is able to assess the usefulness of typical procedures and good practice in the implementation of tasks connected with various spheres connected with law and related fields	is able to assess the suitability of typical procedures and good practices for carrying out complex tasks related to public administration management	[SU4] test/exam - oral or written
	[PRAWOJ5_KR05] He/she prepares responsibly to his/her work; can determine priorities in work and plan work appropriately	responsibly prepares for work in public administration management entities, is able to determine work priorities and plan work appropriately	[SK4] test/exam - oral or written
	[PRAWOJ5_KO04] The graduate is ready to prepare own projects connected with the creation, application and interpretation of legal regulations, including projects co-financed by the European Union's funds	is ready to undertake the preparation of its own social projects, taking into account legal, economic and political aspects, including the preparation and implementation of projects co-financed by the European Union and related to the management of public administration	[SK4] test/exam - oral or written
	[PRAWOJ5_UO11] He/she can work well in a team and can coordinate the team's work when solving legal problems, interpreting legal acts, and preparing written or oral opinions on a matter.	is able to work in a team and is able to coordinate the work of the team in solving legal problems, interpreting legal acts, preparing a written or oral position on matters related to the management of public administration	[SU4] test/exam - oral or written
	[PRAWOJ5_WG07] The graduate knows methods and tools, including techniques of data and information acquisition, as well as research methods appropriate for the field of study and the related disciplines	knows the methods and tools, including techniques for obtaining data and information regarding public administration management	[SW4] test/exam - oral or written
	[PRAWOJ5_WG05] The graduate demonstrates systematic knowledge about the types of legal relations and the governing regularities	has structured knowledge of the types of legal relations between entities managing public administration and the rules governing them	[SW4] test/exam - oral or written
Subject contents	1) Public administration (concept, functions, models) 2) Basic concepts in the science of organization and management 3) Praxeological determinants of management in public administration 4) Models of management in public administration 5) Management of the subject of public administration in the constitutional sense 6) Management of the sub-entity of public administration in the functional sense 7) Responsibility for management in public administration		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	test	51.0%	100.0%
Recommended reading	Basic literature	<ul style="list-style-type: none"> <li>R. Gawłowski, K. Makowski, Organizacja i zarządzanie w administracji publicznej, Warszawa (current issue)</li> <li>H. Izdebski, Introduction to public administration and administrative law, Warszawa (current issue)</li> </ul>	
	Supplementary literature	<ul style="list-style-type: none"> <li>Z. Cieślak (ed.), Nauka administracji, Warszawa (current issue)</li> <li>M. Kulesza, D. Sześciło, Polityka administracyjna i zarządzanie publiczne, Warszawa (current issue)</li> <li>D. Sześciło (ed.), Administracja i zarządzanie publiczne. Nauka o współczesnej administracji, Warszawa (current issue)</li> </ul>	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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