

Subject card

Subject name and code	Studies on administration - lecture, PG_00136373						
Field of study	Administration						
Date of commencement of studies	October 2025		Academic year of realisation of subject		2025/2026		
Education level	Bachelor's 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		
Semester of study	1		ECTS credits		5.0		
Learning profile	academic		Assessment form		exam		
Conducting unit	Department of Administrative Law -> Faculty of Law and Administration -> Rector						
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	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)						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ADMINL3_WG01] At an advanced level, the student is able to define the sciences of law, administration, and politics, as well as knows the concepts and terminology appropriate to them.	knows what the science of administration does; is able to place it in the context of other administrative sciences; is familiar with concepts specific to the science of administration	[SW4] test/exam - oral or written
	[ADMINL3_WG02] At an advanced level, the student is able to characterize the system of public authority (national, local, and EU-level), as well as the structure of administration and the relationships between various bodies and institutions. He can also describe the process of their appointment, their competencies, and the domains in which they operate.	distinguish and be able to describe the types of public administration structures, their scope of application, the principles of their operation, the factors shaping them and the relations between public administration entities	[SW4] test/exam - oral or written
	[ADMINL3_UU07] The student is able to assess the level of his knowledge and skills, and understands the need for continuous learning.	understands that public administration is a phenomenon that changes over time and that knowledge of it and its characteristics needs to be continually updated	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written
	[ADMINL3_KR03] The student is ready to responsibly perform the profession in public administration, including positions that require obtaining a bachelor's degree, as well as in other entities in roles related to administration.	appreciates the role of knowledge in solving professional problems, as well as the importance of official ethics and the requirements of rational work organisation for the proper functioning of public administration	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written [SK7] entries and opinions in the internship diary
Subject contents	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.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	written exam with 8-10 short essay questions	51.0%	100.0%
Recommended reading	Basic literature	Z. Leoński, Nauka administracji, Warszawa [latest edition]; E. Knosala, Zarys nauki administracji, Warszawa [latest edition].	

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

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