

Subject card

Subject name and code	Basics of administration science - lecture, PG_00133306						
Field of study							
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	full-time studies		Mode of delivery		at the university		
Year of study	1		Language of instruction		Polish		
Semester of study	1		ECTS credits		1.0		
Learning profile	practical		Assessment form		exam		
Conducting unit	Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr hab. Radosław Giętkowski				
	Teachers		dr hab. Radosław Giętkowski dr Jacek Waldoch				
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_KR03] The student is ready to responsibly perform duties in public administration, including positions requiring a bachelor's degree, as well as in other entities in roles related to administration.	is ready for a responsible career in public administration	[SK7] entries and opinions in the internship diary
	[ADMINL3_UW01] Using his own knowledge and sources of information, including the ability to use modern digital techniques and professional methods of acquiring information, the student is able to analyze and resolve problems, as well as interpret legal, social, and political phenomena within the scope of administration and selected areas of social and economic life.	using his/her own knowledge and knowledge sources, is able to analyse and solve problems as well as interpret legal, social and political phenomena in the field of public administration	[SU1] oral statement/conversation/discussion [SU4] 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), the structure of administration, the process of appointing bodies, their competencies, and the domains in which they operate, as well as the legal and organizational conditions for the functioning of administration.	is able to describe to an advanced degree the system of public administration and the legal and organisational conditions of the functioning of public administration	[SW3] text preparation/written work
	[ADMINL3_WG01] At an advanced level, the student is able to define the sciences of administration and politics, as well as law, and knows the concepts and terminology appropriate to them.	is able to an advanced level to characterise administrative science, in particular the science of administration, and is familiar with the relevant concepts and terminology	[SW3] text preparation/written work
Subject contents	1. The concept of public administration. 2. 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). 3. Public administration in the modern model of state management (in particular the ideas of New Public Management, self-government and social participation). 4. Factors shaping public administration (state system, political and legal doctrines, legal, moral and technical norms, technical progress and requirements of rational organization of work). 5. Reforms and improvements in public administration. 6. Public administration structures. 7. Public administration staff. 8. 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
	single-choice test of 30 questions	51.0%	100.0%
Recommended reading	Basic literature	Z. Leoński, Nauka administracji, Warszawa 2010; Z. Cieślak (ed.), Nauka administracji, Warszawa, current edition; M. Gromadzka-Grzegorzewska, Narodziny polskich nauk administracyjnych, Warszawa 1985	

	Supplementary literature	H. Izdebski, M. Kulesza, Administracja publiczna. Zagadnienia ogólne, Warszawa 2004; H. Izdebski, Historia administracji, Warszawa 2001; J. Supernat, Miejsce i znaczenie teorii w badaniu administracji publicznej, online development 2008; 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, K. Żukowski, O niektórych problemach filozoficznych prawa ustrojowego administracji publicznej, Gdańskie Studia Prawnicze 2007, t. XVIII.
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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