

Subject card

Subject name and code	Administrative law - workshops classes, PG_00136813						
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	2		ECTS credits		2.0		
Learning profile	practical		Assessment form		credit		
Conducting unit	Department of Administrative Law -> Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Paulina Glejt-Uziębło				
	Teachers		dr Mariusz Szatkowski				
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	30.0	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		20.0	50
Subject objectives	The aim of the course is to familiarize students with the basic concepts and structures of administrative law, as well as with the content of selected acts in the field of the detailed part of administrative law.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ADMINL3_KO02] The student is aware of the necessity to take actions that protect the public interest, social interest, and legitimate individual interests of individuals.	Understands and appreciates the essence of the activities of public administration bodies in the context of the implementation of public and social interest. They are aware of the need to take into account the individual interest of the individual.	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written
	[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 electronic legal information systems, the student is able to obtain information enabling the correct interpretation of legal provisions. It uses the achievements of doctrine and jurisprudence both in relation to issues of a substantive, systemic and procedural nature	[SU5] implementation of a problem task [SU8] observation of student's independent or team work
	[ADMINL3_UK04] The student is able to prepare an independent written report and an oral presentation on basic issues related to administration and administrative activities.	Is able to prepare and present to a group an issue concerning the functioning of public administration bodies at the central level (e.g. auxiliary bodies of the Council of Ministers), local (e.g. auxiliary units of the commune, mechanisms of direct democracy in the commune)	[SU2] presentation/project/paper/report
	[ADMINL3_WK04] The student knows and understands the current dilemmas regarding the functioning of institutions of substantive and procedural law in the sphere of the state and administration. Additionally, he identifies key phenomena occurring in the market economy and economics, including knowledge and understanding of the basic principles of public finance, EU structural funds, the public procurement system, and the operation of various forms of entrepreneurship.	The student knows and understands the current problems in the field of public administration, both in the material and procedural aspects. It correctly indicates the phenomena occurring in the area of administrative economic law, the issue of expropriation of law, administrative obligations and powers. Knows and understands the procedural issues of the application of the law by public administration bodies.	[SW5] implementation of a problem task
	[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.	the student has advanced knowledge of the system of bodies at the central and local government level, also in the context of the bodies of the European Union. Knows the mechanisms of granting competences to public administration bodies. Understands the principles of creating and appointing bodies. Knows the legal regulations governing their functioning	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion

Subject contents	PART I The structure of public administration bodies. Entities exercising competences in the field of administrative law. Basic concepts and theoretical structures The concept of administration The concept of systemic law Public administration body concept, typology The concept of office. The office as an auxiliary apparatus of a public administration body Models of organization of the administrative apparatus Centralized model (explanation of the concept of hierarchical subordination) Decentralized model Scope of activities, tasks and competences of a public administration body Concept: concentration, deconcentration, delegation, subdelegation, devolution Control, supervision, management, coordination, cooperation as relations occurring in the public administration system Territorial division of the country Local government and autonomy Public administration bodies Government administration bodies Government administration bodies operating at the central level Local government administration bodies Consul as a government administration body operating abroad The local government system Local government administration bodies The political position of local government appeal boards and regional audit chambers Other entities carrying out tasks in the field of administrative law State administration bodies not subordinated to government administration bodies. Professional self-governments (based on the example of legal self-government) State and local government organizational units (based on the example of an administrative establishment) Social organizations as entities carrying out tasks in the field of public administration PART II Selected issues in the field of administrative (substantive) law SECTION I The right to create a foundation 1.1. The concept and divisions of foundations (including public law foundations) 1.2. Foundation creation mode 1.2.1. Declaration on establishing a foundation 1.2.2. Establishing the foundation's statute 1.2.3. Foundation registration 1.3. Control of the legality of the foundation's operations 1.4. Representative offices of foreign foundations - establishing and running activities 1.5. Conducting public benefit activities 1.6. Public benefit organizations SECTION II The right to associate 2.1. Constitutional freedom of association 2.2. The right to join associations 2.3. The concept and types of associations 2.4. Creation of associations and ordinary associations 2.5. Control of the legality of associations' activities 2.5.1. Competences of the starosta in collecting information about operating associations 2.5.2. Measures of the starosta's reaction to illegal activities of the association 2.5.3. Measures used by the court in the event of unlawful activity of the association 2.6. Special types of associations 2.6.1. Unions of associations 2.6.2. Associations of local government units 2.6.3. Forms of student association (associations, student government, university student organizations) 2.6.4. Other forms of association SECTION III Freedom of assembly 3.1. Constitutional freedom of assembly 3.2. Public gatherings 3.2.1. The concept and types of assembly and public meeting 3.2.2. Rights and obligations of the organizers of a public meeting 3.2.3. Competences of municipal bodies in matters of public meetings 3.2.4. Regulation of freedom of assembly in special provisions 3.2.4.1. Meetings on the premises of universities 3.2.4.2. Organizing and performing public worship 3.2.4.3. Gatherings on the grounds of former Nazi extermination camps 3.3. Mass events 3.3.1. The concept of a mass event 3.3.2. Administrative and legal regulations for organizing a mass event 3.4. Organization of artistic and entertainment events SECTION IV Protection of people and property. Rationing of access to weapons and ammunition 4.1. Protection of people and property 4.1.1. Mandatory protection of areas, facilities and devices 4.1.2. Running a business in the field of personal and property protection services 4.1.3. Qualification requirements for security staff and their authorizations 4.1.4. Supervision of specialized, armed security formations 4.2. Rationing of access to weapons and ammunition 4.2.1. Issuing weapons permits 4.2.2. Withdrawal of firearms license and ban on carrying weapons 4.2.3. Transport through the territory of the Republic of Poland, import from abroad and export of weapons and ammunition abroad, rules for possession of weapons by foreigners 4.3. The duty to defend the homeland 4.3.1. Legal basis, scope and types of defense obligation 4.3.2. Military Registration and Military Qualification and Military Records 4.3.3. Recruitment for military service and determination of fitness to serve 4.3.4. Educating candidates for soldiers 4.4. Military service 4.4.1. Official duties of soldiers 4.4.2. Military discipline 4.4.3. Military ranks 4.4.4. Compulsory military service 4.4.5. Territorial military service 4.4.6. Professional military service 4.4.7. Service in the reserve 4.4.8. Military service in the event of mobilization and during war 4.5. Other forms of fulfilling the obligation to defend 4.5.1. Substitute service 4.5.2. Service in militarized units 4.5.3. Defense contributions 4.5.4. Tasks for the Armed Forces carried out by entrepreneurs 4.5.5. Service of Polish citizens in a foreign army or foreign military organization Section V Basic issues of construction law 6.1. Regulation of the right to develop 6.1.1. The concept of construction works 6.1.2. Carrying out construction works 6.1.2.1. Construction works subject to the obligation to obtain a building permit 6.1.2.2. Construction works subject to notification obligation 6.1.2.3. Construction works free from administrative and legal regulations 6.2. The concept of illegal construction and the legalization of illegal construction		
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 During classes, students use normative acts regulating issues covered by the program content and selected case law. J. Zimmermann, Prawo administracyjne, Wolters Kluwer (current edition); E. Bojanowski, K. Żukowski (ed.), Leksykon prawa administracyjnego. 100 podstawowych pojęć, Warszawa 2009; T. Bąkowski, K. Żukowski (ed.), Leksykon prawa administracyjnego materialnego. 100 podstawowych pojęć, Warszawa 2016;		

	Supplementary literature	M. Stahl (ed.), Prawo administracyjne. Pojęcia, instytucje, zasady w teorii i orzecznictwie, Wolters Kluwer (current edition); M. Wierzbowski (ed.), Prawo administracyjne, Wolters Kluwer (current edition); H. Izdebski, Introduction to public administration and administrative Law, Liber (current edition);
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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