

Subject card

Subject name and code	Administrative and court-administrative proceedings - workshop classes, PG_00133253						
Field of study							
Date of commencement of studies	October 2025		Academic year of realisation of subject		2027/2028		
Education level	undergraduate 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	3		Language of instruction		Polish		
Semester of study	5		ECTS credits		2.0		
Learning profile	practical		Assessment form				
Conducting unit	Katedra Postępowania Administ. i Sądowoadministracyjnego -> Faculty of Law and Administration -> Rektor						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Michał Miłosz				
	Teachers						
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 classes is to prepare for practical application of the legal regulations of general administrative proceedings.						

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.	Being aware of the existence of procedural and substantive regulations serving to protect the public and social interest as well as the legitimate individual interests of an individual, he is ready to apply them in administrative proceedings.	[SK1] oral statement/conversation/discussion [SK3] text preparation/written work [SK4] test/exam - oral or written
	[ADMINL3_KK01] The student is aware of the role of knowledge in problem-solving, is prepared to critically evaluate positions regarding the functioning of administration and the content of legal norms, and to rely on expert knowledge – including the views of legal doctrine and jurisprudence – in situations that exceed the scope of independent problem-solving.	He is ready to use his expert knowledge in administrative matters, in situations where there is ambiguity regarding the proper application of the law, and at the same time is ready to critically evaluate the positions expressed in the case law and doctrine.	[SK1] oral statement/conversation/discussion [SK3] text preparation/written work [SK4] test/exam - oral or written
	[ADMINL3_UW02] The student is able to independently interpret and use basic institutions of substantive law and procedures in order to take legal action or prepare typical documents related to administrative activities.	Is able to independently interpret and solve problems relating to the application of provisions on general administrative procedure.	[SU1] oral statement/conversation/discussion [SU3] text preparation/written work [SU4] test/exam - oral or written
	[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.	Knows the methodology and is able to prepare an independent administrative act/procedural document in the scope of general administrative proceedings. Is able to express his/her opinion on issues related to the application of the provisions of the Code of Administrative Proceedings.	[SU1] oral statement/conversation/discussion [SU3] text preparation/written work [SU4] test/exam - oral or written
	[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 the subject, structure and types of administrative proceedings. He has structured knowledge of general administrative proceedings and is prepared to apply it in practice, knows current problems in this area.	[SW1] oral statement/conversation/discussion [SW3] text preparation/written work
Subject contents	The program of classes includes learning about the practical aspects of applying the regulations of general administrative proceedings, including learning how to identify various procedural problems arising in the process of applying the law in administrative proceedings, solving cases in the field of administrative proceedings, as well as learning about the methodology of preparing decisions and rulings.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
		51.0%	100.0%
Recommended reading	Basic literature	Studenci samodzielnie zapoznają się z aktami normatywnymi regulującymi zagadnienia objęte programem przedmiotu. M. Wierzbowski (red.), Postępowanie administracyjne ogólne, podatkowe, egzekucyjne i przed sądami administracyjnymi, Warszawa (aktualne wydanie). T. Woś (red.), Postępowanie administracyjne, Warszawa (aktualne wydanie).	

	Supplementary literature	B. Adamiak, J. Borkowski, Postępowanie administracyjne i sądownoadministracyjne, Warszawa (aktualne wydanie); J.-B. Auby (ed.), Codification of Administrative Procedure, Bruxelles 2014; R. Hauser, Z. Niewiadomski, A. Wróbel (red.) Prawo procesowe administracyjne, System Prawa Administracyjnego, t. 9, Warszawa 2017; Z. Kmiecik (ed.), Contemporary Concepts of Administrative Procedure. Between Legalism and Pragmatism, Łódź 2023 H. Hofmann, J.-P. Schneider, J. Ziller (ed.), ReNEUAL Model Rules on EU Administrative Procedure, Oxford 2017 (2014, version for online publication); W. Dajczak, A. J. Szwarc, P. Wiliński (ed.), Handbook of Polish Law, Warszawa-Bielsko-Biała 2011 (chapter 13 - A. Skoczylas, Administrative Proceedings and Judicial Review of Administration); M. Bąkowski, M. Bogusz, K. Kaszubowski, Postępowanie odwoławcze w ogólnym postępowaniu administracyjnym, t. I, Odwołanie w ogólnym postępowaniu administracyjnym. Przebieg postępowania odwoławczego, red. naukowa M. Bogusz, Gdańsk 2019; A. Bochentyn, M. Miłosz, Postępowanie odwoławcze w ogólnym postępowaniu administracyjnym, t. II, Decyzje organu odwoławczego, opłaty i koszty postępowania odwoławczego, zagadnienie zakresu zastosowania przepisów o postępowaniu odwoławczym w postępowaniu zażaleniowym, red. naukowa M. Bogusz, Gdańsk 2019.
	eResources addresses	Adresy na platformie eNauczanie:
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

Document generated electronically. Does not require a seal or signature.