

## Subject card

|                                             |                                                                                                                                                                                                                                  |                                                          |                                         |                                     |                                                |            |     |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------|-------------------------------------|------------------------------------------------|------------|-----|
| Subject name and code                       | Administrative and court-administrative proceeding - lecture, PG_00133255                                                                                                                                                        |                                                          |                                         |                                     |                                                |            |     |
| 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                                                                                                                                                                                                            | 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                                 |                                                | 20.0       | 50  |
| Subject objectives                          | The aim of the course (lecture) is to present the legal regulation of general administrative proceedings within the scope specified in the program and a general introduction to the issues of administrative court proceedings. |                                                          |                                         |                                     |                                                |            |     |

| Learning outcomes | Course outcome                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Subject outcome                                                                                                                                                                                                                                                       | Method of verification                                                            |
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|                   | [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<br>[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.                                                                                                       | The student is ready to identify and solve problem issues in the field of general administrative proceedings.                                                                                                                                                         | [SU1] oral statement/conversation/discussion<br>[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 and the parties to these proceedings. The student also knows the scope of control of administrative courts over the actions of bodies within the structure of public administration. | [SW4] test/exam - oral or written<br>[SW1] oral statement/conversation/discussion |
|                   | [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.                                                                                                                       | Has structured knowledge of general administrative proceedings and is prepared to apply it in practice. The student knows the competences of administrative bodies as entities conducting general administrative proceedings.                                         | [SW4] test/exam - oral or written<br>[SW1] oral statement/conversation/discussion |

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| Subject contents                | <p>The lecture program includes a presentation of issues in the field of general administrative proceedings, including in particular:</p> <ul style="list-style-type: none"> <li>- introductory issues (including the concept, structure and functions of administrative proceedings, the subject of administrative proceedings, types of administrative proceedings - general and specific, modes of administrative proceedings, instances of administrative proceedings, stages of administrative proceedings);</li> <li>- administrative bodies conducting proceedings;</li> <li>- party and participants in administrative proceedings;</li> <li>- initiation of administrative proceedings;</li> <li>- course of administrative proceedings and individual institutions during administrative proceedings;</li> <li>- types of decisions and tacit settlement of matters;</li> <li>- issues of verification of administrative decisions and rulings</li> </ul> <p>In addition, the lecture presents a general introduction to the issues of administrative court proceedings, including the following issues: the structure of the administrative judiciary and the scope of jurisdiction of the Supreme Administrative Court and provincial administrative courts; as well as the types of complaints to the provincial administrative courts and the conditions for the admissibility of a complaint to the provincial administrative courts.</p> |                   |                               |
| Prerequisites and co-requisites |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                   |                               |
| Assessment methods and criteria | Subject passing criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Passing threshold | Percentage of the final grade |
|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 51.0%             | 100.0%                        |
| Recommended reading             | <p>Basic literature</p> <p>Studenci samodzielnie zapoznają się z aktami normatywnymi regulującymi zagadnienia objęte programem przedmiotu.</p> <p>M. Wierzbowski (red.), Postępowanie administracyjne ogólne, podatkowe, egzekucyjne i przed sądami administracyjnymi, Warszawa (aktualne wydanie);</p> <p>T. Woś (red.), Postępowanie administracyjne, Warszawa (aktualne wydanie);</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |                               |

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|                                                                | Supplementary literature | <p>B. Adamiak, J. Borkowski, Postępowanie administracyjne i sądowoadministracyjne, Warszawa (aktualne wydanie);</p> <p>J.-B. Auby (ed.), Codification of Administrative Procedure, Bruxelles 2014;</p> <p>R. Hauser, Z. Niewiadomski, A. Wróbel (red.) Prawo procesowe administracyjne, System Prawa Administracyjnego, t. 9, Warszawa 2017;</p> <p>Z. Kmiecik (ed.), Contemporary Concepts of Administrative Procedure. Between Legalism and Pragmatism, Łódź 2023</p> <p>H. Hofmann, J.-P. Schneider, J. Ziller (ed.), ReNEUAL Model Rules on EU Administrative Procedure, Oxford 2017 (2014, version for online publication);</p> <p>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);</p> <p>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;</p> <p>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.</p> |
|                                                                | eResources addresses     | Adresy na platformie eNauczanie:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Example issues/<br>example questions/<br>tasks being completed |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Work placement                                                 | Not applicable           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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