University of Gdańsk

Subject card

Subject name and code	Basics of Administration Science - lecture, PG_00197099		
Field of study	Administration		
Date of commencement of studies	October 2026	Academic year of realisation of subject	2026/2027
Education level	Bachelor's studies	Subject group	Obligatory subject group in the field of study Subject group related to scientific research 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	2.0
Learning profile	academic	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	

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	2.0	18.0	50

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_U01] drawing upon his/her own knowledge as well as other sources of information — including the ability to use modern technologies and professional methods of acquiring and analysing information — is capable of identifying, analysing, and resolving problems, as well as interpreting phenomena relating to the organization and functioning of public administration, administrative activity, and selected areas of social and economic life.	-	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written
[ADMINL3_K03] is prepared to perform duties in public administration in a responsible manner, with due regard for professional ethics, including in positions requiring the professional title of Bachelor's degree holder. Furthermore, he/she is ready to undertake employment in other entities in roles related to administrative activities and the application of law within specified areas of social and economic life.	-	[SK1] oral statement/conversation/discussion
[ADMINL3_W01] possesses an advanced level of knowledge and understanding of the theories, methods, concepts, and terminology specific to legal sciences as well as the study of administration and politics.	-	[SW3] text preparation/written work
[ADMINL3_W02] possesses advanced knowledge of, and is able to characterise, the system of public authority (including at the national and European Union levels), the structure of public administration, the procedures for the appointment of public bodies, as well as the legal framework governing the organisation and functioning of public administration and the work of civil servants.	-	[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 ediotion; 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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