University of Gdańsk

Subject card

Subject name and code	Professional internships, PG_00197796						
Field of study	Administration						
Date of commencement of studies	October 2026		Academic year of realisation of subject		2027/2028		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study Optional subject group		
Mode of study	full-time studies		Mode of delivery		at the university		
Year of study	2		Language of instruction		Polish		
Semester of study	4		ECTS credits		8.0		
Learning profile	academic		Assessment form		credit		
Conducting unit							
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	180.0	0.0	0.0	0.0	180
	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	180		0.0		20.0	200
Subject objectives	The purpose of the professional internship is to enable the student to practically apply the knowledge and skills acquired during their studies, as well as to develop social competences in conditions appropriate for professional activity and to achieve the learning outcomes provided for professional internships in the study programme.						

<table>
<tr><td>Learning outcomes</td><td>
<table>
<tr><th>Course outcome</th><th>Subject outcome</th><th>Method of verification</th></tr>
<tr><td>[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.</td><td>-</td><td>[SW2] presentation/project/paper/ report</td></tr>
<tr><td>[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.</td><td>-</td><td>[SK7] entries and opinions in the internship diary</td></tr>
<tr><td>[ADMINL3_U04] is able to plan and organize his/her own work and is prepared to actively participate in teams involved in the performance of administrative activities.</td><td>-</td><td>[SU7] entries and opinions in the internship diary</td></tr>
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</td></tr>
<tr><td>Subject contents</td><td>Professional practice provides the student with the opportunity to learn about the legal and organizational conditions of the functioning of the entity where the internship takes place, the tasks carried out by that entity, and the work at the position assigned to the intern. As part of the professional practice, the student becomes familiar with both the substantive aspects and the organizational and technical aspects of the entity in which administrative activities are carried out and/or law is applied in specific areas of social and economic life.

The practice is carried out in accordance with the professional internship program.</td></tr>
<tr><td>Prerequisites and co-requisites</td><td></td></tr>
<tr><td>Assessment methods and criteria</td><td>
<table>
<tr><th>Subject passing criteria</th><th>Passing threshold</th><th>Percentage of the final grade</th></tr>
<tr><td>Contents of the Internship Card</td><td>51.0%</td><td>100.0%</td></tr>
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<tr><td>Recommended reading</td><td>
<table>
<tr><td>Basic literature</td><td>Not applicable.</td></tr>
<tr><td>Supplementary literature</td><td>Not applicable.</td></tr>
<tr><td>eResources addresses</td><td></td></tr>
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<tr><td>Example issues/ example questions/ tasks being completed</td><td></td></tr>
<tr><td>Work placement</td><td>Not applicable</td></tr>
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