University of Gdańsk

Subject card

Subject name and code	Administrative proceedings - auditorium classes, PG_00197804		
Field of study	Administration		
Date of commencement of studies	October 2026	Academic year of realisation of subject	2028/2029
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	3	Language of instruction	Polish
Semester of study	5	ECTS credits	2.0
Learning profile	academic	Assessment form	credit
Conducting unit	Department of Administrative Proceedings and Administrative Court Proceedings -> Faculty of Law and Administration -> Rector		
Name and surname of lecturer (lecturers)	Subject supervisor	dr Adam Bochentyn	
	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_W03] possesses advanced knowledge of, and understands, the procedures applied within public administration, as well as the various methods and instruments — both legal and non-legal — employed in administrative activity.	-	[SW4] test/exam - oral or written [SW3] text preparation/written work
[ADMINL3_U02] is able to communicate on matters typical for professional work related to their field of study and to prepare oral presentations, written papers, and a legal document concerning basic issues related to the organization and functioning of public administration, administrative activity, and the application of law in selected areas of social and economic life; including the ability to draft a typical administrative act and an application in an administrative case.	-	[SU3] text preparation/written work [SU4] test/exam - oral or written
[ADMINL3_K02] is aware of the necessity to undertake actions aimed at protecting the public interest, the social interest, and the individual interests of a person, as well as of the need to balance these interests, with due respect for the law, in the event of conflicts between them. Moreover, he/she demonstrates an entrepreneurial approach and is prepared to initiate legal proceedings in which such interests are safeguarded.	-	[SK3] text preparation/written work [SK4] test/exam - oral or written
[ADMINL3_W05] is familiar with and understands the current dilemmas concerning the functioning of public administration and activities undertaken within the sphere of the state and administration in relation to substantive, procedural, and constitutional law institutions. Moreover, he/she identifies the fundamental phenomena occurring within the market economy and economics, including knowledge and understanding of the basic principles governing the establishment and development of various forms of entrepreneurship.	-	[SW4] test/exam - oral or written [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 sądowoadministracyjne, 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. Kmieciak (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	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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