University of Gdańsk

Subject card

Subject name and code	Methodology of constructing contracts in public administration - auditorium classes, PG_00197809						
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 Civil Law -> Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Katarzyna Wałdoch				
	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		2.0		18.0	50
Subject objectives	develop and master the skills necessary for drafting basic contracts within the framework of public administration.						

Learning outcomes

Course outcome	Subject outcome	Method of verification
[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.	Student can independently and safely conclude basic agreements regarding the functioning of public administration, the principles of granting access to rights, and administrative procedures. Additional training includes the type of agreement, the construction of content, and compliance with the requirements contained and included.	[SK3] text preparation/written work [SK4] test/exam - oral or written [SK5] implementation of a problem task
[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.	Knows the basic types of contracts related to the functioning of public administration and the conceptual framework that appears in such contracts.	[SW4] test/exam - oral or written [SW2] presentation/project/paper/report [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.	The student is able to independently and correctly prepare basic contracts related to the functioning of public administration, in accordance with applicable legal regulations and administrative procedures. The outcome includes the ability to identify	[SU3] text preparation/written work [SU4] test/exam - oral or written [SU5] implementation of a problem task
[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.	The student knows the principles of constructing basic contracts related to the functioning of public administration, in accordance with applicable legal provisions and administrative procedures.	[SW4] test/exam - oral or written [SW2] presentation/project/paper/report [SW3] text preparation/written work

Subject contents

- Types of contracts in public administration
- Formal elements of a contract
- Language and style of official documents
- Practical exercises in contract drafting
- Common mistakes in contract preparation
- Legal foundations and regulations

Prerequisites and co-requisites

No preliminary qualifications required

Assessment methods and criteria

Subject passing criteria	Passing threshold	Percentage of the final grade
exam	51.0%	80.0%
written assignment	51.0%	20.0%

Recommended reading

Basic literature	none
Supplementary literature	none
eResources addresses	

Example issues/ example questions/ tasks being completed

none

Work placement

Not applicable

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