University of Gdańsk

Subject card

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|---|---|---|---|---|---|---|---|
| Subject name and code | Methodology of constructing contracts in public administration - auditorium classes, PG_00197902 | | | | | | |
| 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<br>Subject group related to scientific research in the field of study | | | |
| Mode of study | part-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 | 15.0 | 0.0 | 0.0 | 0.0 | 15 |
| | 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 | 15 | | 0.0 | | 35.0 | 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_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. | 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<br>[SW2] presentation/project/paper/ report<br>[SW3] text preparation/written work |
| [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 accurately<br>draft basic contracts related to the functioning of public administration, in accordance with applicable laws and administrative procedures. This competency includes the ability to<br>identify the appropriate type of contract, draft key provisions, and ensure compliance with institutional and regulatory requirements. | [SK3] text preparation/written work<br>[SK4] test/exam - oral or written<br>[SK5] implementation of a problem task |
| [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. | Students can independently and accurately draft basic contracts related to the functioning of public administration, in accordance with applicable laws and administrative procedures. This includes the ability to identify the appropriate type of contract, construct key provisions, and ensure compliance with institutional and regulatory requirements. | [SU3] text preparation/written work<br>[SU4] test/exam - oral or written<br>[SU5] 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<br>[SW2] presentation/project/paper/ report<br>[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 |
|---|---|---|
| written assignment | 51.0% | 20.0% |
| exam | 51.0% | 80.0% |

**Recommended reading**

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|---|---|
| Basic literature | none |
| Supplementary literature | none |
| eResources addresses | |

**Example issues/ example questions/ tasks being completed**

none

**Work placement**

Not applicable

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