University of Gdańsk

Subject card

Subject name and code	Administrative proceedings - lecture, PG_00197904						
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	part-time studies		Mode of delivery		at the university		
Year of study	3		Language of instruction		Polish		
Semester of study	5		ECTS credits		4.0		
Learning profile	academic		Assessment form		exam		
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 Michał Miłosz				
	Teachers						
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		0.0		70.0	100
Subject objectives	The aim of the course (lecture) is to present the legal regulation of general administrative proceedings within the scope specified in the program and a general introduction to the issues of administrative court 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
	[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.	-	[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.	-	[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

<table>
<tr><td>Subject contents</td><td>The lecture program includes a presentation of issues in the field of general administrative proceedings, including in particular:

- introductory issues (including the concept, structure and functions of administrative proceedings, the subject of administrative proceedings, types of administrative proceedings - general and specific, modes of administrative proceedings, instances of administrative proceedings, stages of administrative proceedings);

- administrative bodies conducting proceedings;

- party and participants in administrative proceedings;

- initiation of administrative proceedings;

- course of administrative proceedings and individual institutions during administrative proceedings;

- types of decisions and tacit settlement of matters;

- issues of verification of administrative decisions and rulings

In addition, the lecture presents a general introduction to the issues of administrative court proceedings, including the following issues: the structure of the administrative judiciary and the scope of jurisdiction of the Supreme Administrative Court and provincial administrative courts; as well as the types of complaints to the provincial administrative courts and the conditions for the admissibility of a complaint to the provincial administrative courts.</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></td><td>51.0%</td><td>100.0%</td></tr></table></td></tr>
<tr><td>Recommended reading</td><td>Basic literature</td><td>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);</td></tr>
</table>

	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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