University of Gdańsk

Subject card

Subject name and code	Organisation and operation of public administration - lecture, PG_00131933		
Field of study	Law in administration and economy		
Date of commencement of studies	October 2026	Academic year of realisation of subject	2026/2027
Education level	Master'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	1	Language of instruction	Polish
Semester of study	1	ECTS credits	6.0
Learning profile	academic	Assessment form	exam
Conducting unit	Department of Administrative Law -> Faculty of Law and Administration -> Rector		
Name and surname of lecturer (lecturers)	Subject supervisor	dr hab. Radosław Giętkowski	
	Teachers		

Lesson types							
	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	20.0	0.0	0.0	0.0	0.0	20
	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	20	0.0	130.0	150

Subject objectives	The aim of the subject is to familiarize the student with the basic principles of functioning of public administration and the system of this administration, with particular emphasis on the system of local administration - government and local government. The student is given elementary knowledge in the field of administration science and the systemic law of public administration.

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[PAGMU2_KK01] The student is ready to critically assess the usefulness of the procedures and practices learned, related to various areas of the curriculum of his studied field. He is open to the importance of knowledge in solving theoretical and practical problems and effectively justifying assessments, opinions, and proposed solutions. When necessary, he seeks expert opinions, including those from legal doctrine and jurisprudence.	Is ready to critically assess the usefulness for public administration and its constituent factors of the organisational and functional solutions learnt. He/she is open to the importance of knowledge in solving theoretical and practical problems and effectively justifying assessments and opinions as well as proposed solutions. He/she is aware of the need to make use of scientific literature, jurisprudence or expert opinions in the field of public administration.	[SK1] oral statement/conversation/ discussion [SK7] entries and opinions in the internship diary
	[PAGMU2_UK02] The student is able to communicate professionally on issues related to administration and the economy, including formulating clear messages for both specialists and non-specialists in administration. He can also prepare an independent, in-depth written report and an oral presentation on topics related to administration and the economy.	is able to express himself/herself in an understandable way to both non-specialists and professionals in the field of public administration; is able to prepare an independent in-depth written study and an oral presentation on a subject related to public administration	[SU1] oral statement/conversation/ discussion
	[PAGMU2_WK04] At an advanced level, the student describes and understands the principles of the functioning of public authority bodies, administration, and economic entities, as well as identifies current dilemmas related to these issues.	describes and understands, to a deeper degree, the functioning of public administration bodies and indicates current dilemmas related to these issues	[SW1] oral statement/ conversation/discussion [SW3] text preparation/written work
	[PAGMU2_WG02] At an advanced level, the student knows and understands key regulatory issues related to the structure of the state, public administration, and the work of civil servants, as well as the legal and organizational conditions of selected areas of economic and social life.	has a thorough knowledge and understanding of the key normative issues relating to public administration, its position in the structure of the state and the civil service profession	[SW3] text preparation/written work

Subject contents	1. General characteristics of public administration 1.1. The concept of public administration 1.2. Public administration in the objective and subjective approach 1.3. Public administration as bureaucracy 2. Structures of public administration 2.1. Types of public administration entities 2.2. Public administration bodies and their types 2.3. Centralized and decentralized structures 2.4. Levels of the administrative apparatus 3. Activities of public administration 3.1. Management 3.2. Decision-making 3.3. Planning 3.4. Execution of decisions 3.5. Control and supervision 4. System of state administration 4.1. Central administration 4.2. Local administration 4.2.1. Voivodship administration 4.2.1.1. Combined provincial administration 4.2.1.2. Non-combined provincial administration 4.3. District administration 5. System of local government 5.1. Types of local government units and their characteristics 5.2. Tasks of local government units 5.3. Direct democracy in local government 5.4. Bodies of local government units 5.4.1. Decision-making bodies 5.4.2. Executive bodies 5.5. Auxiliary entities 5.6. Supervision over the activities of local government units 6. Control of public administration
Prerequisites and co-requisites	
Assessment methods and criteria	

Subject passing criteria	Passing threshold	Percentage of the final grade
8-10 short essay questions	51.0%	100.0%

Recommended reading	Basic literature	Z. Leoński, Nauka administracji, (current edition); J. Zimmermann, Prawo administracyjne, Warszawa, current edition, part II i IV;

	Supplementary literature	Z. Cieślak (ed.), Nauka administracji, Warszawa, (current edition); J. Sługocki, Prawo admnistracyjne. Zagadnienia ustrojowe, Warszawa, (current edition); R. Giętkowski, K. Żukowski, O niektórych problemach filozoficznych prawa ustrojowego administracji publicznej, Gdańskie Studia Prawnicze 2007, vol. XVIII M. Możdżeń-Marcinkowski, Introducion to Polish Administrative Law, Warszawa 2012, chapter 1, 5 i 6; D. H. Rosenbloom, Public administration: understanding management, politics, and law in the public sector, New York 1998.
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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