

Subject card

Subject name and code	Public administration management, PG_00210052						
Field of study	Spanish and Portuguese Studies						
Date of commencement of studies	October 2024		Academic year of realisation of subject				
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study Optional subject group		
Mode of study	full-time studies		Mode of delivery		e-learning		
Year of study	3		Language of instruction		Polish polish		
Semester of study	5		ECTS credits		2.0		
Learning profile	academic		Assessment form		credit		
Conducting unit							
Name and surname of lecturer (lecturers)	Subject supervisor		dr hab. Oleksandr Radchenko				
	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: 30.0						
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 course is to provide students with a structured understanding of the fundamentals of organisation and management in public administration, and to develop their ability to analyse the structures, processes and operating mechanisms of contemporary public institutions. The course aims to foster an understanding of the specific nature of public administration as a particular type of organisation which operates not only according to the criterion of efficiency, but also in accordance with the principles of legality, accountability, transparency, public service and the protection of the common good.						
Learning outcomes	Course outcome		Subject outcome		Method of verification		
			Has a basic understanding of organisation and management in public administration Explains the basic mechanisms of organisation and management in public administration Demonstrates initiative and independence in thought and action, answers the questions asked, discusses the given topic, and formulates their own judgements regarding organisation and management in public administration		[SK4] test/exam - oral or written		

Subject contents	1. The concept of public administration as an institution of authority. The origins of authority and human rights. 2. Classical and contemporary theories of organisation and management, their significance for the study of public administration, and the specific nature of management in the public sector. 3. Public administration as an organisation, the essence of organisation and management, management functions, and the place of public administration within the state system. 4. The organisational structure of public administration; principles governing the division of tasks and competences. 5. Contemporary organisational models of public authorities and bodies; mechanisms for decision-making, strategic and operational planning, and crisis management; and the importance of procedures in the work of public administration. 6. Models of public administration in individual European Union Member States.		
Prerequisites and co-requisites	A basic understanding of how the state and its institutions function		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	lecture (test)	51.0%	100.0%
Recommended reading	Basic literature		
	1. Pawłowska, A., Radzik-Maruszak, K., & Itrich-Drabarek, J. (Eds.). (2023). Public Administration. Lecture Outline. Elipsa Publishing House. 2. Smarż, J., Fundowicz, S., & Śwital, P. (Eds.). (2024). Foundations of Administrative Science. Wolters Kluwer Polska. 3. Frączkiewicz-Wronka, A., & Ćwiklicki, M. (Eds.). (2023). Public Management: A Perspective on Theory and Practice. Katowice University of Economics Press. 4. Władek, Z. (2016). Organisation and Management in Public Administration (2nd revised and updated ed.). Difin. 5. Sobociński, M. (2025). Management Solutions for Public Administration in Times of Crisis. University of Łódź Press. 6. Zawicki, M. (2011). New Public Management. Polish Economic Publishing House. 7. Rostkowski, T. (2012). Strategic Human Resource Management in Public Administration. Wolters Kluwer Polska.		
	Supplementary literature		
eResources addresses			
Example issues/ example questions/ tasks being completed	Question: What does decentralisation in public administration mean? Answer: Decentralisation in public administration means the transfer of some tasks and powers to lower-level bodies, which carry them out in their own name and on their own responsibility. Question: Which characteristic best reflects the specific nature of management in public administration? Answer: The specific nature of management in public administration is best reflected by the combination of the criterion of operational efficiency with the requirements of legality, accountability and the pursuit of the public interest.		

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