

THE CODE OF GOOD ADMINISTRATION

University:	WSPiA University of Rzeszów
Field of study:	Administration
Mode of study:	extramural
Level of education:	first cycle studies
Educational profile:	general academic
Educational module:	specialisation: Public Administration
Status:	compulsory
Education cycle:	2020/2021 - 2022/2023
Academic year:	2021/2022
Year of study:	II (semester 3)
Language of instruction:	Polish
Subject coordinator:	Dr L. Żukowski

Course type	Instructor	Form of credit
Lecture		-
Discussion class	Dr L. Żukowski	graded
Class		-
Workshop		-
Practical training workshop		-

Course type	Instruction hours	Office hours	Self study hours	Total	ECTS
Lecture	0	0	0	0	0
Discussion class	15	10	50	75	3
Class	0	0	0	0	0
Workshop	0	0	0	0	0
Practical training workshop	0	0	0	0	0
TOTAL	15	10	50	75	3

Student's involvement	Number of hours	ECTS
Student-instructor classroom interaction	25	1.0
Self study	50	2.0

TOTAL	75	3
Prerequisite		
none		

Course type	Instructional methods
Lecture	
Discussion class	Expository, multimedia presentation, educational discussion, groupwork
Class	
Workshop	
Practical training workshop	

Learning results Upon receiving a passing grade, the student:		Type and number of study field related learning result	Reference*
1	will understand the systemic principles and rules behind the operations of administration, its role in the political-legal system, the rules upon which the executive apparatus of the state is based and the social dimension thereof;	K_W04	P6S_WG
2	will be familiar with the history and evolution of public administration, the directions of its development and the conditions for its efficient operation;	K_W10	P6S_WG
3	will be able to assess the suitability of methods, procedures and good practices for complex administrative tasks;	K_U04	P6S_UW
4.	will be able to prepare for a career as a civil servant in different branches of administration and in different positions, including EU structures.	K_U09	P6S_UW P6S_UU
5			

* Reference to Polish Qualifications Framework, Level 7 (description component code)

Course type	Methods of learning results verification
Lecture	
Discussion class	written / oral tests, open / problem questions, essays, papers
Class	
Workshop	
Practical training workshop	

No	Lecture – course description	Hours
1		
2		

3		
4		
5		
6		
7		
8		

No	Discussion class – course description	Hours
1	EVOLUTION OF THE CONCEPT OF GOOD ADMINISTRATION. THE RIGHT TO GOOD ADMINISTRATION - ORIGINS OF THE CONCEPT	2
2	THE RIGHT TO GOOD ADMINISTRATION IN THE EU CHARTER OF FUNDAMENTAL RIGHTS; THE INSTANCE OF THE PRINCIPLES CONTAINED IN ART. 41 OF THE EU CFR W	2
3	The European Code of Good Administrative Behaviour: general principles of the code, subject matter and scope	2
4	THE PRINCIPLES OF The European Code of Good Administrative Behaviour EXTENDED TO CIVIL SERVICE PRINCIPLES; THE PRINCIPLES OF The European Code of Good Administrative Behaviour AND THE PRINCIPLES OF The Code of Administrative Procedure; THE CONSTITUTIONAL CHARACTER OF LEGAL PRINCIPLES AND THE RIGHT TO GOOD ADMINISTRATION	3
5	PROCEDURAL NATURE OF THE RIGHT TO GOOD ADMINISTRATION GOOD ADMINISTRATION – A GENERAL PRINCIPLE OF LAW OR A VALUE?	3
6	PUBLIC ADMINISTRATION - ATTEMPTS AT DEFINITION; CHARACTERISTICS OF PUBLIC ADMINISTRATION	3
7		
8		
9		
10		

No.	Class – course description	Hours
1		
2		
3		

4		
5		
6		
7		
8		
9		
10		

No	Workshop – course description	Hours
1		
2		
3		
4		
5		

No	Practical training workshop – course description	Hours
1		
2		
3		
4		
5		

No	Required texts
1	Administracja publiczna i prawo administracyjne wobec integracji europejskiej / red. Janusz Sługocki. Szczecin : Uniwersytet Szczeciński, 2003
2	Administracja pod wpływem prawa europejskiego / red. Bogdan Dolnicki, Joanna Jagoda. Katowice : Branta, 2006.
3	Administracja i polityka : administracja publiczna w procesie przemian / red. Andrzej Ferens, Iwona Macek. Wrocław : Uniwersytet Wrocławski, 2002
4	
5	

No	Further reading
1	Administracja wobec praw człowieka / Tadeusz Jasudowicz. Toruń : TNOiK, 1996

2	
3	
4	
5	