

Subject card

Subject name and code	Clerk's law - lecture, PG_00132145						
Field of study	Law in administration and economy						
Date of commencement of studies	October 2023	Academic year of realisation of subject			2024/2025		
Education level	Master's studies	Subject group			Obligatory subject group in the field of study		
Mode of study	part-time studies	Mode of delivery			at the university		
Year of study	2	Language of instruction			Polish polish		
Semester of study	4	ECTS credits			2.0		
Learning profile	academic	Assessment form			exam		
Conducting unit	Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr hab. Jakub Szmit				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	10.0	0.0	0.0	0.0	0.0	10
	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	10		0.0		40.0	50
Subject objectives	Learning the principles and rules regarding employment in official positions in key areas of public administration - local government, government and non-governmental state administration. An introduction to the theory and history of clerical law and its place in the legal system.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	PAGMU2_KK01	Is ready to critically assess the usefulness of the learned procedures and good practices related to clerical law. Recognizes the importance of knowledge in solving theoretical and practical problems and effectively justifying assessments and opinions, as well as proposed solutions. Is aware of seeking expert opinions.	[SK4] test/exam - oral or written
	PAGMU2_KO03	Is ready to act and think creatively when solving problems related to the employment of officials.	[SK4] test/exam - oral or written
	PAGMU2_WG02	Knows and understands in-depth facts and phenomena resulting from the nature of employment in public administration, including those related to the functioning of administration, legal and economic issues and their place in the system of sciences and mutual relations.	[SW4] test/exam - oral or written
	PAGMU2_KR04	He is ready to responsibly perform professional roles in various departments of public administration, develop his professional achievements, constantly improve his education, and advance to the next levels of his professional career.	[SK4] test/exam - oral or written
	PAGMU2_WG01	Knows and understands in-depth facts and phenomena resulting from the nature of employment in public administration, including those related to the functioning of administration, legal and economic issues and their place in the system of sciences and mutual relations.	[SW4] test/exam - oral or written
	PAGMU2_UK05	Is able to conduct a debate on general and specialized topics related to clerical employment, respecting the differences of views of the participants of the discourse.	[SU4] test/exam - oral or written
	PAGMU2_WG03	Has structured and theoretically based knowledge of key issues of clerical law in the light of the current legal status.	[SW4] test/exam - oral or written
	PAGMU2_KR05	Is convinced of the importance of behaving in an ethical and professional manner in the work of an official, acts in accordance with ethical principles, notices and formulates moral problems and ethical dilemmas related to his own and other people's work, and looks for optimal solutions.	[SK4] test/exam - oral or written
	PAGMU2_KO02	Is able to independently formulate and test hypotheses of simple problems related to the employment situation of officials and carry out procedures for solving them.	[SK4] test/exam - oral or written
	PAGMU2_UW03	Is able to independently formulate and test hypotheses of simple problems related to the employment situation of officials and carry out procedures for solving them.	[SU4] test/exam - oral or written

Subject contents	<p>The concept and subject and genesis of clerical law, the place of clerical law in the Polish legal system, sources and structure of clerical law Organization of the civil service, principles of the civil service, establishing an employment relationship in the civil service Change and termination of the employment relationship in the civil service, filling senior positions in the civil service, Rights and obligations of civil service corps members Local government official law, the concept of a local government employee, establishing and terminating an employment relationship with local government employees, rights and obligations of local government employees Labor relations in non-governmental administration, disciplinary liability, dispute resolution</p>								
Prerequisites and co-requisites	None								
Assessment methods and criteria	<table border="1"> <thead> <tr> <th data-bbox="453 553 790 584">Subject passing criteria</th> <th data-bbox="799 553 1139 584">Passing threshold</th> <th data-bbox="1144 553 1492 584">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="453 591 790 613">test exam</td> <td data-bbox="799 591 1139 613">51.0%</td> <td data-bbox="1144 591 1492 613">100.0%</td> </tr> </tbody> </table>	Subject passing criteria	Passing threshold	Percentage of the final grade	test exam	51.0%	100.0%		
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test exam	51.0%	100.0%							
Recommended reading	Basic literature	Literatura wykorzystywana podczas zajęć: J. Stelina: Polskie prawo urzędnicze, Warszawa 2017 Literatura studiowana samodzielnie przez studenta: A. Dubowik, Ł. Pisarczyk: Prawo urzędnicze, Warszawa 2011							
	Supplementary literature	Outline of Polish Labour Law System, ed. K. W. Baran, Warsaw 2016 J. Szmit, Konstytucyjny wzorzec zatrudnienia członków korpusu służby cywilnej, Warszawa 2024							
	eResources addresses								
Example issues/ example questions/ tasks being completed	<p>The subjective scope of clerical law. Recruitment in the civil service. Basics of employment of local government employees. First evaluation in the civil service. Obtaining an appointment in the civil service. Rules for remunerating local government employees.</p>								
Work placement	Not applicable								

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