

Subject card

Subject name and code	Civil proceedings in the work of administrative employee - lecture, PG_00133256						
Field of study							
Date of commencement of studies	October 2024	Academic year of realisation of subject			2026/2027		
Education level	undergraduate studies	Subject group			Obligatory subject group in the field of study		
Mode of study	full-time studies	Mode of delivery			at the university		
Year of study	3	Language of instruction			Polish		
Semester of study	5	ECTS credits			1.0		
Learning profile	practical	Assessment form					
Conducting unit	Faculty of Law and Administration						
Name and surname of lecturer (lecturers)	Subject supervisor		mgr Olga Zinkiewicz-Będźmirowska				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	30.0	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		0.0	30
Subject objectives	<p>Providing basic knowledge about various institutions of civil procedure and their application in the work of an administrative employee, as well as the rights and obligations of an administrative employee in these proceedings, depending on the role. Introducing students to the basic requirements of procedural documents and other documents in civil proceedings. Presenting the principles of formulating research problems, using knowledge of civil procedure and broadly understood law and administrative procedure.</p>						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	ADMINL3_UW01	The student: <ul style="list-style-type: none"> • defines and characterizes the basic concepts and institutions of civil procedure; • knows the outline of the course of civil procedure; • knows the principles of argumentation and their role in statements for scientific purposes and related to the performance of tasks in the field of administration; • knows and understands at a basic level the methods and tools, including techniques for obtaining data and information, appropriate for the field of administration and related fields; • knows and understands the most important dilemmas that civilization development brings. 	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written
	ADMINL3_WG03	The student: <ul style="list-style-type: none"> • defines and characterizes the basic concepts and institutions of civil procedure; • knows the course of civil procedure in outline; • knows the principles of argumentation and their role in statements for scientific purposes and related to the performance of tasks in the field of administration; • knows and understands at a basic level the methods and tools, including techniques of obtaining data and information, appropriate for the field of administration and related fields; • knows and understands the most important dilemmas resulting from the development of civilization in the field of legal, administrative and economic sciences. 	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion
	ADMINL3_UW02	The student: <ul style="list-style-type: none"> • defines and characterizes the basic concepts and institutions of civil procedure; • knows the course of civil procedure in outline; • knows the principles of argumentation and their role in statements for scientific purposes and related to the performance of tasks in the field of administration; • knows and understands at a basic level the methods and tools, including techniques of obtaining data and information, appropriate for the field of administration and related fields; • knows and understands the most important dilemmas resulting from the development of civilization in the field of legal, administrative and economic sciences. 	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written
	ADMINL3_UK06	The student: <ul style="list-style-type: none"> • is able to use basic theoretical knowledge in the field of civil procedure and administrative sciences and related scientific disciplines in order to analyze and interpret problems related to broadly understood administration; 	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written

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ADMINL3_WK06	The student: <ul style="list-style-type: none"> • defines and characterizes the basic concepts and institutions of civil procedure; • knows the course of civil procedure in outline; • knows the principles of argumentation and their role in statements for scientific purposes and related to the performance of tasks in the field of administration; • knows and understands at a basic level the methods and tools, including techniques of obtaining data and information, appropriate for the field of administration and related fields; • knows and understands the most important dilemmas resulting from the development of civilization in the field of legal, administrative and economic sciences. 	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
ADMINL3_KK01	The student: <ul style="list-style-type: none"> • is aware of the need to use expert opinions in situations that exceed the possibilities of solving the problem on their own; • prepares for their work responsibly, appreciating the role of knowledge in solving professional problems. 	[SK1] oral statement/conversation/ discussion [SK4] test/exam - oral or written
ADMINL3_UU10	The student: <ul style="list-style-type: none"> • analyzes research problems, formulates theses and conclusions based on statements; • constructs logical and correct statements in terms of content and language; • is able to objectively present arguments in support of his/her position, also referring to the arguments of other entities; • is able to observe and interpret social phenomena, analyzes their connections with civil proceedings and various areas of activity. 	[SU1] oral statement/conversation/ discussion [SU4] test/exam - oral or written
ADMINL3_UO09	The student: <ul style="list-style-type: none"> • has the ability to understand and analyze social phenomena and use this analysis in professional work, as well as defend the conclusions drawn from such analyses; • is able to plan and organize his/her professional work, as well as the work of the team with which he/she cooperates. 	[SU1] oral statement/conversation/ discussion [SU4] test/exam - oral or written
ADMINL3_KO05	The student: <ul style="list-style-type: none"> • is involved in the functioning of administrative institutions, including those cooperating with justice institutions; • understands and initiates solutions to specific problems in the field of civil procedure and administration, while respecting the principles of law, including individual rights; • is aware of the need to use expert opinions in situations that exceed the possibilities of solving the problem on their own; • prepares for their work responsibly, appreciating the role of knowledge in solving professional problems. 	[SK1] oral statement/conversation/ discussion [SK4] test/exam - oral or written

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ADMINL3_KR04	<p>The student:</p> <ul style="list-style-type: none"> • is involved in the functioning of administrative institutions, including those cooperating with justice institutions; • understands and initiates solutions to specific problems in the field of civil procedure and administration, while respecting the principles of law, including individual rights; • is aware of the need to use expert opinions in situations that exceed the possibilities of solving the problem on their own; • prepares for their work responsibly, appreciating the role of knowledge in solving professional problems. 	<p>[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written</p>
ADMINL3_UW03	<p>The student:</p> <ul style="list-style-type: none"> • analyzes research problems, formulates theses and conclusions based on statements; • constructs logical and correct statements in terms of content and language; • is able to objectively present arguments in support of his/her position, also referring to the arguments of other entities; • is able to observe and interpret social phenomena, analyze their connections with civil proceedings and various areas of administrative activity; • is able to use basic theoretical knowledge in the field of civil procedure and administrative sciences and related scientific disciplines in order to analyze and interpret problems related to broadly understood administration; • has the ability to understand and analyze social phenomena and use this analysis in professional work, as well as defend the conclusions drawn from such analyses; • is able to plan and organize his/her professional work, as well as the work of the team with which he/she cooperates. 	<p>[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written</p>
ADMINL3_WG02	<p>The student:</p> <ul style="list-style-type: none"> • defines and characterizes the basic concepts and institutions of civil procedure; • knows the course of civil procedure in outline; • knows the principles of argumentation and their role in statements for scientific purposes and related to the performance of tasks in the field of administration; • knows and understands at a basic level the methods and tools, including techniques of obtaining data and information, appropriate for the field of administration and related fields; • knows and understands the most important dilemmas resulting from the development of civilization in the field of legal, administrative and economic sciences. 	<p>[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion</p>

	Course outcome	Subject outcome	Method of verification
	ADMINL3_UK04	Student: • is able to observe and interpret social phenomena, analyze their connections with civil proceedings and various areas of administrative activity.	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written
	ADMINL3_KK02	The student: • prepares for his/her work responsibly, appreciating the role of knowledge in solving professional problems.	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written
	ADMINL3_UO08	The student: • is involved in the functioning of administrative institutions, including those cooperating with justice institutions.	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written
	ADMINL3_KO07	The student: • prepares for his/her work responsibly, appreciating the role of knowledge in solving professional problems.	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written
	ADMINL3_KK03	The student: • is involved in the functioning of administrative institutions, including those cooperating with justice institutions; • understands and initiates solutions to specific problems in the field of civil procedure and administration, while respecting the principles of law, including individual rights.	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written
Subject contents	<p>1. Basic concepts and institutions in the field of civil procedure.2. Basic principles of civil procedure.3. Scope of possible participation of an administration employee in civil proceedings (including practical work - written or other).4. Rights and obligations of an administration employee in civil proceedings depending on the role.5. Scope of use of civil proceedings in the work of an administration employee - examples, including (including practical aspects of participation of an administration employee in these proceedings - written, oral argumentation or other): proceedings in matters concerning social insurance; claims for determination in tax proceedings; enforcement proceedings and enforcement proceedings in administration.</p>		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	exam	51.0%	100.0%
Recommended reading	Basic literature	<p>1. Broniewicz W., Marciniak A., Kunicki I. (eds.), Civil Procedure in Outline, Wolters Kluwer, current edition;2. Lapiere J., Jodłowski J., Resich Z., Misiuk-Jodłowska T., Weitz K., Civil Procedure, Wolters Kluwer, current edition;3. Marszałkowska-Krześ E. (ed.), Civil Procedure, C.H. Beck, current edition;4. Rzewuski M. (ed.), Civil Procedure, C.H. Beck, current edition.</p>	
	Supplementary literature	<ul style="list-style-type: none"> • Ereciński T. (red. naczelny), System prawa procesowego cywilnego, Wolters Kluwer, current edition; • Góra - Błaszczkowska A. (red. serii), System postępowania cywilnego, C.H. Beck, current edition; • Jakubecki J. (red.), Kodeks postępowania cywilnego. Komentarz, Wolters Kluwer, current edition; • Marciniak A., Kodeks postępowania cywilnego. Komentarz, C.H. Beck, current edition; • Ryłski P. (red.), Kodeks postępowania cywilnego. Komentarz - on-line edition, Legalis; • S. Sime, A Practical Approach to Civil Procedure, Oxford, current edition. 	

	eResources addresses	Adresy na platformie eNauczenie:
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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