

**Subject card**

<b>Subject name and code</b>	Labour law and clerk law II - auditorium classes, PG_00136297						
<b>Field of study</b>	Prawo pracy i prawo urzędnicze II - ćwiczenia						
<b>Date of commencement of studies</b>	October 2024	<b>Academic year of realisation of subject</b>			2025/2026		
<b>Education level</b>	Bachelor's studies	<b>Subject group</b>			Obligatory subject group in the field of study		
<b>Mode of study</b>	part-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	2	<b>Language of instruction</b>			Polish		
<b>Semester of study</b>	4	<b>ECTS credits</b>			1.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>			credit		
<b>Conducting unit</b>	Faculty of Management -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		dr Marek Benio				
	<b>Teachers</b>		mgr Krzysztof Jokiel				
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	0.0	10.0	0.0	0.0	0.0	10
	E-learning hours included: 0.0						
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	<b>Number of study hours</b>	10		0.0		15.0	25
<b>Subject objectives</b>	The aim of the course is to familiarise students with the fundamental principles and institutions of labour law and civil service law, with particular emphasis on the specific nature of employment in public administration. Students will learn about the mechanisms governing employment relationships in the public sector, the rights and obligations of public officials, and the principles of ethics and disciplinary responsibility. The course also aims to develop the ability to interpret and apply labour and civil service law in administrative practice.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ADMINL3_UO01] The graduate is prepared to actively participate in groups, organizations, and institutions implementing administrative activities, at the same time he/she is able to communicate with people who are and who are not specialists in administration	Can work in a team to analyse case studies in labour and civil service law and communicate findings clearly to both specialists and non-specialists.	[SU6] demonstracja umiejętności praktycznych
	[ADMINL3_KO02] The graduate is aware of the need to take actions that will protect the public interest and the rightful interests of the individual	Is aware of the need to undertake actions protecting the public interest and the rights of public administration employees.	[SK1] wypowiedź ustna/rozmowa/diskusja
	[ADMINL3_UK03] He/she has the ability to prepare a typical letter and a speech in Polish and a foreign language related to administrative work	Can prepare an official document or presentation concerning employment in public administration, also in a foreign language.	[SU3] opracowanie tekstowe/praca pisemna
	[ADMINL3_KO03] He/she is aware of the need to think and act in an entrepreneurial manner	Can apply an entrepreneurial attitude to personnel management in public administration while observing ethical and legal standards.	[SK1] wypowiedź ustna/rozmowa/diskusja
	[ADMINL3_WK05] The graduate knows and understands the most important dilemmas brought about by the development of civilization within the legal, administrative and economic sciences	Understands contemporary ethical and civilisational challenges in labour relations and the functioning of the civil service amid public administration transformation.	[SW4] test/egzamin - ustny lub pisemny [SW1] wypowiedź ustna/rozmowa/diskusja
	[ADMINL3_UW03] He/she is able to acquire knowledge independently and develop his/her professional skills using various sources (in native and foreign language) and modern technologies	Can independently research current developments in labour law and civil service law using national and international sources.	[SU1] wypowiedź ustna/rozmowa/diskusja [SU2] prezentacja/projekt/referat/raport
	[ADMINL3_WK01] The graduate has organized knowledge of legal and ethical norms and principles prevailing in administrative structures and institutions	Knows the fundamental legal and ethical norms governing employment relationships and public service, including the principles of employee and civil servant responsibility.	[SW1] wypowiedź ustna/rozmowa/diskusja [SW3] opracowanie tekstowe/praca pisemna
	[ADMINL3_KK03] He/she is ready to take up professional challenges, takes trouble and shows persistence in the implementation of individual and team activities in the field of administration	Demonstrates readiness to face professional challenges in public administration and persistently strives to achieve goals in compliance with the law.	[SK6] demonstracja umiejętności praktycznych
	[ADMINL3_UW02] He/she uses fundamental theoretical knowledge in the field of administration and the related fields and academic disciplines to analyze and interpret issues connected with administration in its broad sense	Can analyse and interpret legal issues related to employment in public administration and the application of civil service regulations.	[SU1] wypowiedź ustna/rozmowa/diskusja
	[ADMINL3_UK01] The graduate is able to see, analyze and communicate moral and legal dilemmas in professional work	Can identify and analyse legal and moral dilemmas related to employment in public administration and superior-subordinate relations.	[SU6] demonstracja umiejętności praktycznych
	[ADMINL3_UO02] He/she can plan and organize his/her professional work, as well as the work of the team he/she cooperates with	Can plan and organise own work and team tasks in accordance with duties arising from labour and civil service law.	[SU1] wypowiedź ustna/rozmowa/diskusja
	[ADMINL3_KK01] He/she is aware of the need to use the opinions of experts in situations that exceed the possibilities of solving the problem independently	Understands the need to consult experts in labour and civil service law when dealing with issues requiring specialised knowledge.	[SK1] wypowiedź ustna/rozmowa/diskusja [SK6] demonstracja umiejętności praktycznych
	[ADMINL3_KO01] He/she knows how to participate in preparing social, civic, legal and economic projects related to administration	Can design organisational and legal solutions to improve working conditions in public institutions.	[SK1] wypowiedź ustna/rozmowa/diskusja [SK2] prezentacja/projekt/referat/raport

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Subject contents	<ol style="list-style-type: none"> <li>1. Case analysis of modern forms of employment remote work and platform work in public administration</li> <li>2. Exercises on determining remuneration, functional allowances, and bonuses in public administration</li> <li>3. Simulations of working time planning, shift schedules, and overtime in public offices</li> <li>4. Practical exercises on control procedures and audits for compliance with labour law</li> <li>5. Case studies of civil servants disciplinary proceedings analysis of documents and case law</li> <li>6. Analysis and resolution of issues related to employee data protection</li> <li>7. Exercises on promotion procedures and performance evaluation in the civil service</li> <li>8. Resolving conflicts and problems related to specially protected employees</li> <li>9. Identifying and eliminating conflicts of interest practical scenarios</li> <li>10. Using digital resources and databases to analyse labour law and civil service law issues in the context of EU law</li> </ol>															
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Example issues/ example questions/ tasks being completed	<ol style="list-style-type: none"> <li>1. What distinguishes an employment relationship from other civil law contracts?</li> <li>2. What are the basic rights and duties of an employee and an employer under the Labour Code?</li> <li>3. How can an employment contract be terminated, and what are the legal consequences of each method?</li> <li>4. What is the role of ethics and responsibility in the work of a civil servant?</li> <li>5. What entitlements do public administration employees have regarding leave and working time?</li> <li>6. What is a civil service pragmatics and what regulations does it contain regarding employment in public administration?</li> <li>7. How do civil service pragmatics regulate procedures for the disciplinary responsibility of civil servants?</li> </ol>															
Work placement	Not applicable															

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