

**Subject card**

<b>Subject name and code</b>	Clerk's law - lecture, PG_00138420						
<b>Field of study</b>	Law						
<b>Date of commencement of studies</b>	October 2024	<b>Academic year of realisation of subject</b>			2028/2029		
<b>Education level</b>		<b>Subject group</b>			Optional subject group		
<b>Mode of study</b>	part-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	5	<b>Language of instruction</b>			Polish		
<b>Semester of study</b>	9	<b>ECTS credits</b>			3.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>					
<b>Conducting unit</b>	Faculty of Law and Administration						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		dr Michał Szypniewski				
	<b>Teachers</b>						
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	15.0	0.0	0.0	0.0	0.0	15
	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>	15		0.0		60.0	75
<b>Subject objectives</b>	Learning the principles and rules regarding employment in official positions in key areas of public administration - local government, government administration and non-governmental state administration. A closer look at the theory and history of civil service law and its place in the legal system.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[PRAWOJ5_UW04] He/she efficiently observes and analyzes moral, ethical and legal dilemmas in professional work	Is ready to critically evaluate the usefulness of learned procedures and good practices related to civil service law	[SU4] test/exam - oral or written
	[PRAWOJ5_UW03] The graduate demonstrates deepened skills of using complex theoretical points of view to analyze, interpret and plan strategies of legal activities; solves concrete problems connected with the creation, application and interpretation of legal regulations, anticipates the course of their solution and predicts the effects of planned activities	Is able to independently formulate and test hypotheses of simple problems related to the employment situation of officials and carry out procedures for their solution.	[SU4] test/exam - oral or written
	[PRAWOJ5_KR07] The graduate is ready to take up professional challenges, takes up efforts and is persistent in the implementation of individual and group activities in the creation, application or interpretation of legal regulations and related sciences	is ready to take on professional challenges, makes an effort and is persistent in implementing individual and team activities in the field of civil service law.	[SK4] test/exam - oral or written
	[PRAWOJ5_KR06] He/she behaves in ethical and professional way, follows the principles of ethics	Is convinced of the importance of behaving in an ethical and professional manner in the work of a civil servant, acts in accordance with the principles of ethics and notices and formulates moral problems and ethical dilemmas related to his/her own and other people's work, and seeks optimal solutions.	[SK4] test/exam - oral or written
	[PRAWOJ5_WK11] The graduate has deepened knowledge of the principles of creating and developing basic forms of individual entrepreneurship.	Is ready to act and think creatively when solving problems related to the employment of officials.	[SW4] test/exam - oral or written
	[PRAWOJ5_WG01] The graduate demonstrates deepened and systematic knowledge about the character of legal science, its place in the system of sciences and mutual relations.	Knows and understands in-depth the 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
	[PRAWOJ5_WG03] He/she demonstrates deepened knowledge about the political system in Poland, about individual authorities with particular consideration of legislative authority and the judiciary,	Possesses structured and theoretically based knowledge of key issues of civil service law in the light of the current legal status.	[SW4] test/exam - oral or written
	[PRAWOJ5_WG04] He/she knows the system of Polish law, mutual connections within the system and connections of Polish law with the European Union law and international law	Possesses structured and theoretically based knowledge of key issues of civil service law in the light of the current legal status.	[SW4] test/exam - oral or written
	[PRAWOJ5_UW07] He/she has the skills in understanding and analyzing social phenomena and utilizing this analysis in his/her professional work.	knows the recruitment rules of civil service law	[SU4] test/exam - oral or written
	[PRAWOJ5_WG09] He/she demonstrates deepened and systematic knowledge about the processes of changes of political systems and of individual authorities, as well as the consequences of these changes	Possesses structured and theoretically based knowledge of key issues of civil service law in the light of the current legal status.	[SW4] test/exam - oral or written
	[PRAWOJ5_UK08] The graduate has wide skills to prepare written works connected with the work of a lawyer in Polish and foreign language	Is able to independently formulate and test hypotheses of simple problems related to the employment situation of officials and carry out procedures for their solution.	[SU4] test/exam - oral or written

Course outcome	Subject outcome	Method of verification
[PRAWOJ5_UK09] He/she demonstrates wide skills in preparing speeches in the field of law in Polish and foreign language	Is able to conduct a debate on general and specialist issues related to employment, while respecting the diversity of views of the participants in the discourse.	[SU4] test/exam - oral or written
[PRAWOJ5_WG06] He/she has systematic knowledge about the man as the subject establishing social structures and principles of their operation and about the man as the individual operating in these structures	Possesses structured and theoretically based knowledge of key issues of civil service law in the light of the current legal status.	[SW4] test/exam - oral or written
[PRAWOJ5_WG07] The graduate knows methods and tools, including techniques of data and information acquisition, as well as research methods appropriate for the field of study and the related disciplines	is able to take into account aspects of employment conditions when solving legal problems, interpreting legal acts, preparing a written or oral position on the matter	[SW4] test/exam - oral or written
[PRAWOJ5_KO03] He/she is prepared for active participation in groups, organizations and institutions connected with law, is also able to communicate with specialists and non-specialists in the field of law	Is able to actively participate in discussions regarding civil service law.	[SK4] test/exam - oral or written
[PRAWOJ5_KO04] The graduate is ready to prepare own projects connected with the creation, application and interpretation of legal regulations, including projects co-financed by the European Union's funds	is able to take into account aspects of employment conditions in social projects	[SK4] test/exam - oral or written
[PRAWOJ5_UO11] He/she can work well in a team and can coordinate the team's work when solving legal problems, interpreting legal acts, and preparing written or oral opinions on a matter.	is able to take into account aspects of employment conditions when solving legal problems, interpreting legal acts, preparing a written or oral position on the matter	[SU4] test/exam - oral or written
[PRAWOJ5_UU12] He/she acquires knowledge efficiently and develops his/her professional skills using various sources (in native and foreign language) and modern technologies	is able to efficiently acquire and develop knowledge of civil service law	[SU4] test/exam - oral or written
[PRAWOJ5_KK01] The graduate is deeply aware of the level of his/her knowledge and skills, and also understands the need of lifelong learning	has a deeper awareness of the level of his/her knowledge and skills in the field of civil service law, and also understands the need for lifelong learning	[SK4] test/exam - oral or written
[PRAWOJ5_WK12] He/she has knowledge of occupational health and safety in public administration institutions	has knowledge of regulations regarding safe and hygienic working conditions	[SW4] test/exam - oral or written
[PRAWOJ5_WK13] He/she has advanced knowledge of the functioning of professional self-governments in legal professions, is familiar with the principles of judges' and prosecutors' professions, and has knowledge of the organization of the judiciary in Poland.	has in-depth knowledge of the functioning of professional self-governments of legal professions, knows the rules for performing the professions of judge and prosecutor, has knowledge of the organization of the justice system in Poland - also from the perspective of civil service law	[SW4] test/exam - oral or written
[PRAWOJ5_UW01] He/she has advanced skills in observation and interpretation of social phenomena, analyzes their connections with various areas, activity of legal science and the related disciplines	has in-depth skills in observing and interpreting social phenomena, and analyzes their connections with various areas of civil service law	[SU4] test/exam - oral or written
[PRAWOJ5_UW02] The graduate utilizes theoretical knowledge in legal science and the connected academic disciplines to analyze and interpret complex legal issues	is able to use and integrate theoretical knowledge of labor law and related scientific disciplines in order to analyze and interpret complex legal problemsz	[SU4] test/exam - oral or written

	Course outcome	Subject outcome	Method of verification
	[PRAWOJ5_KK02] He/she is aware of the necessity to widen professional competences and qualifications, to improve skills, is able to indicate the direction of own development and education independently in widened and deepened way	undertakes activities against the background of social exclusion and the fight against unemployment	[SK4] test/exam - oral or written
	[PRAWOJ5_WG08] He/she has deepened knowledge of sources of Polish law, its changes and processes of law formation	is able to efficiently acquire and develop knowledge of civil service law	[SW4] test/exam - oral or written
	[PRAWOJ5_WG05] The graduate demonstrates systematic knowledge about the types of legal relations and the governing regularities	Possesses structured and theoretically based knowledge of key issues of civil service law in the light of the current legal status.	[SW4] test/exam - oral or written
	[PRAWOJ5_WG02] He/she knows wide terminology and concepts in the scope of law and connected disciplines	knows the terminology and concepts of civil service law	[SW4] test/exam - oral or written
	[PRAWOJ5_WK10] He/she understands and knows the basic concepts and principles of industrial property protection and copyright law, as well as understands the need for proper protection of intellectual property and managing its resources	knows the relationship between copyright and labor law	[SW4] test/exam - oral or written
	[PRAWOJ5_UW06] The graduate is able to assess the usefulness of typical procedures and good practice in the implementation of tasks connected with various spheres connected with law and related fields	is able to assess the suitability of typical procedures and good practices for carrying out complex tasks related to various areas related to civil service law	[SU4] test/exam - oral or written
	[PRAWOJ5_KR05] He/she prepares responsibly to his/her work; can determine priorities in work and plan work appropriately	Knows the rules of working time and safe and hygienic working conditions	[SK4] test/exam - oral or written
[PRAWOJ5_UW05] He/she can observe and analyze moral, ethical and legal dilemmas in professional work	Recognizes the importance of knowledge in solving theoretical and practical problems and in effectively justifying assessments and opinions as well as proposed solutions.	[SU4] test/exam - oral or written	
<b>Subject contents</b>	The concept, subject and origin of civil service law, the place of civil service law in the Polish legal system, the sources and structure of civil service lawThe organization of the civil service, the principles of the civil service, the establishment of an employment relationship in the civil serviceChange and termination of an employment relationship in the civil service, the filling of higher positions in the civil service,The rights and obligations of members of the civil service corpsLocal government civil service law, the concept of a local government employee, the establishment and termination of an employment relationship with local government employees, the rights and obligations of local government employeesEmployment relations in non-governmental administration, disciplinary liability, adjudication		
<b>Prerequisites and co-requisites</b>			
<b>Assessment methods and criteria</b>	Subject passing criteria	Passing threshold	Percentage of the final grade
		51.0%	100.0%
<b>Recommended reading</b>	<p>Basic literature</p> <p>J. Stelina: Polskie prawo urzędnicze, Warszawa 2017</p> <p>Literatura studiowana samodzielnie przez studenta:</p> <p>A. Dubowik, Ł. Pisarczyk: Prawo urzędnicze, Warszawa 2011</p>		

	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	Adresy na platformie eNauczanie:
Example issues/ example questions/ tasks being completed	The scope of the civil service law. Recruitment in the civil service. Basics of employment of local government employees. First assessment in the civil service. Obtaining an appointment in the civil service. Principles of remuneration of local government employees.	
Work placement	Not applicable	

Document generated electronically. Does not require a seal or signature.