

**Subject card**

<b>Subject name and code</b>	Methodology of the attorney's work in civil proceedings - lecture, PG_00139117						
<b>Field of study</b>	Law						
<b>Date of commencement of studies</b>	October 2021	<b>Academic year of realisation of subject</b>			2024/2025		
<b>Education level</b>	uniform Master's studies	<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>	4	<b>Language of instruction</b>			Polish		
<b>Semester of study</b>	7	<b>ECTS credits</b>			2.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>			credit		
<b>Conducting unit</b>	Faculty of Law and Administration -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		mgr Olga Zinkiewicz-Będźmirowska				
	<b>Teachers</b>						
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	10.0	0.0	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		40.0	50
<b>Subject objectives</b>	Deepening knowledge and developing students' interests as well as shaping the ability to identify scientific problems and conducting discussions; Acquiring knowledge on the role of a legal representative in civil matters, skills in searching for legal regulations concerning this institution, and their interpretation; Gaining skills in solving basic legal problems related to the application of civil procedure regulations within the scope of a representative's duties.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[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	Student: - defines and characterizes the principles and concepts associated with the participation of a legal representative in civil matters; - is familiar with the legal regulations in this area; knows the types of representatives in civil matters and the scope of their rights and duties.	[SW1] oral statement/ conversation/discussion [SW2] presentation/project/paper/ report [SW3] text preparation/written work [SW5] implementation of a problem task
	[PRAWOJ5_WK11] The graduate has deepened knowledge of the principles of creating and developing basic forms of individual entrepreneurship.	Student: - defines and characterizes the principles and concepts associated with the participation of a legal representative in civil matters; - is familiar with the legal regulations in this area; knows the types of representatives in civil matters and the scope of their rights and duties.	[SW1] oral statement/ conversation/discussion [SW2] presentation/project/paper/ report [SW3] text preparation/written work [SW5] implementation of a problem task
	[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	Student: - can find and appropriately apply regulations concerning legal representatives in civil matters; - analyzes research problems related to the participation of a representative in civil proceedings from a scientific perspective; - applies knowledge of the law, including the interpretation of regulations governing the status of a representative, in procedural activities.	[SU1] oral statement/conversation/ discussion [SU2] presentation/project/paper/ report [SU3] text preparation/written work [SU6] demonstration of practical skills [SU8] observation of student's independent or team work
	[PRAWOJ5_UK09] He/she demonstrates wide skills in preparing speeches in the field of law in Polish and foreign language	Student: - can find and appropriately apply regulations concerning legal representatives in civil matters; - analyzes research problems related to the participation of a representative in civil proceedings from a scientific perspective; - applies knowledge of the law, including the interpretation of regulations governing the status of a representative, in procedural activities.	[SU1] oral statement/conversation/ discussion [SU2] presentation/project/paper/ report [SU3] text preparation/written work [SU5] implementation of a problem task [SU6] demonstration of practical skills [SU8] observation of student's independent or team work
	[PRAWOJ5_WG08] He/she has deepened knowledge of sources of Polish law, its changes and processes of law formation	Student: - defines and characterizes the principles and concepts associated with the participation of a legal representative in civil matters; - is familiar with the legal regulations in this area; knows the types of representatives in civil matters and the scope of their rights and duties.	[SW2] presentation/project/paper/ report [SW3] text preparation/written work [SW5] implementation of a problem task
	[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	Student: - independently and critically supplements their knowledge of the role of a legal representative in civil matters and enhances the skills needed to apply this knowledge in practice; - is aware of the role of regulations concerning legal representatives in civil matters within the system of guarantees of the right to a court; - understands the legal, ethical, social, and economic consequences of a representative's actions and the legal and deontological responsibility incurred in performing these duties.	[SK1] oral statement/conversation/ discussion [SK2] presentation/project/paper/ report [SK3] text preparation/written work [SK5] implementation of a problem task [SK6] demonstration of practical skills [SK8] observation of student's independent or team work

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	[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	Student: - independently and critically supplements their knowledge of the role of a legal representative in civil matters and enhances the skills needed to apply this knowledge in practice; - is aware of the role of regulations concerning legal representatives in civil matters within the system of guarantees of the right to a court; - understands the legal, ethical, social, and economic consequences of a representative's actions and the legal and deontological responsibility incurred in performing these duties.	[SK1] oral statement/conversation/discussion [SK2] presentation/project/paper/report [SK3] text preparation/written work [SK5] implementation of a problem task [SK6] demonstration of practical skills [SK7] entries and opinions in the internship diary [SK8] observation of student's independent or team work
	[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.	Student: - can find and appropriately apply regulations concerning legal representatives in civil matters; - analyzes research problems related to the participation of a representative in civil proceedings from a scientific perspective; - applies knowledge of the law, including the interpretation of regulations governing the status of a representative, in procedural activities.	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report [SU3] text preparation/written work [SU5] implementation of a problem task [SU6] demonstration of practical skills [SU8] observation of student's independent or team work
	[PRAWOJ5_UU12] He/she acquires knowledge efficiently and develops his/her professional skills using various sources (in native and foreign language) and modern technologies	Student: - can find and appropriately apply regulations concerning legal representatives in civil matters; - analyzes research problems related to the participation of a representative in civil proceedings from a scientific perspective; - applies knowledge of the law, including the interpretation of regulations governing the status of a representative, in procedural activities.	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report [SU5] implementation of a problem task [SU6] demonstration of practical skills [SU8] observation of student's independent or team work
	[PRAWOJ5_KK01] The graduate is deeply aware of the level of his/her knowledge and skills, and also understands the need of lifelong learning	Student: - independently and critically supplements their knowledge of the role of a legal representative in civil matters and enhances the skills needed to apply this knowledge in practice; - is aware of the role of regulations concerning legal representatives in civil matters within the system of guarantees of the right to a court; - understands the legal, ethical, social, and economic consequences of a representative's actions and the legal and deontological responsibility incurred in performing these duties.	[SK1] oral statement/conversation/discussion [SK2] presentation/project/paper/report [SK3] text preparation/written work [SK5] implementation of a problem task [SK6] demonstration of practical skills [SK8] observation of student's independent or team work

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[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	Student: - independently and critically supplements their knowledge of the role of a legal representative in civil matters and enhances the skills needed to apply this knowledge in practice; - is aware of the role of regulations concerning legal representatives in civil matters within the system of guarantees of the right to a court; - understands the legal, ethical, social, and economic consequences of a representative's actions and the legal and deontological responsibility incurred in performing these duties.	[SK1] oral statement/conversation/discussion [SK2] presentation/project/paper/report [SK3] text preparation/written work [SK5] implementation of a problem task [SK6] demonstration of practical skills [SK8] observation of student's independent or team work
[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.	Student: - defines and characterizes the principles and concepts associated with the participation of a legal representative in civil matters; - is familiar with the legal regulations in this area; knows the types of representatives in civil matters and the scope of their rights and duties.	[SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report [SW3] text preparation/written work [SW5] implementation of a problem task
[PRAWOJ5_UW02] The graduate utilizes theoretical knowledge in legal science and the connected academic disciplines to analyze and interpret complex legal issues	Student: - can find and appropriately apply regulations concerning legal representatives in civil matters; - analyzes research problems related to the participation of a representative in civil proceedings from a scientific perspective; - applies knowledge of the law, including the interpretation of regulations governing the status of a representative, in procedural activities.	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report [SU3] text preparation/written work [SU5] implementation of a problem task [SU6] demonstration of practical skills [SU8] observation of student's independent or team work
[PRAWOJ5_KR06] He/she behaves in ethical and professional way, follows the principles of ethics	Student: - independently and critically supplements their knowledge of the role of a legal representative in civil matters and enhances the skills needed to apply this knowledge in practice; - is aware of the role of regulations concerning legal representatives in civil matters within the system of guarantees of the right to a court; - understands the legal, ethical, social, and economic consequences of a representative's actions and the legal and deontological responsibility incurred in performing these duties.	[SK1] oral statement/conversation/discussion [SK2] presentation/project/paper/report [SK3] text preparation/written work [SK5] implementation of a problem task [SK6] demonstration of practical skills [SK8] observation of student's independent or team work
[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	Student: - independently and critically supplements their knowledge of the role of a legal representative in civil matters and enhances the skills needed to apply this knowledge in practice; - is aware of the role of regulations concerning legal representatives in civil matters within the system of guarantees of the right to a court; - understands the legal, ethical, social, and economic consequences of a representative's actions and the legal and deontological responsibility incurred in performing these duties.	[SK1] oral statement/conversation/discussion [SK2] presentation/project/paper/report [SK3] text preparation/written work [SK5] implementation of a problem task [SK6] demonstration of practical skills [SK8] observation of student's independent or team work

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[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	Student: - can find and appropriately apply regulations concerning legal representatives in civil matters; - analyzes research problems related to the participation of a representative in civil proceedings from a scientific perspective; - applies knowledge of the law, including the interpretation of regulations governing the status of a representative, in procedural activities.	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report [SU3] text preparation/written work [SU5] implementation of a problem task [SU6] demonstration of practical skills [SU8] observation of student's independent or team work
[PRAWOJ5_UW04] He/she efficiently observes and analyzes moral, ethical and legal dilemmas in professional work	Student: - can find and appropriately apply regulations concerning legal representatives in civil matters; - analyzes research problems related to the participation of a representative in civil proceedings from a scientific perspective; - applies knowledge of the law, including the interpretation of regulations governing the status of a representative, in procedural activities.	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report [SU3] text preparation/written work [SU5] implementation of a problem task [SU6] demonstration of practical skills [SU8] observation of student's independent or team work
[PRAWOJ5_KR05] He/she prepares responsibly to his/her work; can determine priorities in work and plan work appropriately	Student: - independently and critically supplements their knowledge of the role of a legal representative in civil matters and enhances the skills needed to apply this knowledge in practice; - is aware of the role of regulations concerning legal representatives in civil matters within the system of guarantees of the right to a court; - understands the legal, ethical, social, and economic consequences of a representative's actions and the legal and deontological responsibility incurred in performing these duties.	[SK1] oral statement/conversation/discussion [SK2] presentation/project/paper/report [SK3] text preparation/written work [SK5] implementation of a problem task [SK6] demonstration of practical skills [SK8] observation of student's independent or team work
[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	Student: - can find and appropriately apply regulations concerning legal representatives in civil matters; - analyzes research problems related to the participation of a representative in civil proceedings from a scientific perspective; - applies knowledge of the law, including the interpretation of regulations governing the status of a representative, in procedural activities.	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report [SU3] text preparation/written work [SU5] implementation of a problem task [SU6] demonstration of practical skills [SU8] observation of student's independent or team work
[PRAWOJ5_WG05] The graduate demonstrates systematic knowledge about the types of legal relations and the governing regularities	Student: - defines and characterizes the principles and concepts associated with the participation of a legal representative in civil matters; - is familiar with the legal regulations in this area; knows the types of representatives in civil matters and the scope of their rights and duties.	[SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report [SW3] text preparation/written work [SW5] implementation of a problem task
[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,	Student: - defines and characterizes the principles and concepts associated with the participation of a legal representative in civil matters; - is familiar with the legal regulations in this area; knows the types of representatives in civil matters and the scope of their rights and duties.	[SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report [SW3] text preparation/written work [SW5] implementation of a problem task

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	[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	Student: - defines and characterizes the principles and concepts associated with the participation of a legal representative in civil matters; - is familiar with the legal regulations in this area; knows the types of representatives in civil matters and the scope of their rights and duties.	[SW1] oral statement/ conversation/discussion [SW3] text preparation/written work
	[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	Student: - defines and characterizes the principles and concepts associated with the participation of a legal representative in civil matters; - is familiar with the legal regulations in this area; knows the types of representatives in civil matters and the scope of their rights and duties.	[SW1] oral statement/ conversation/discussion [SW2] presentation/project/paper/ report [SW3] text preparation/written work [SW5] implementation of a problem task
	[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	Student: - defines and characterizes the principles and concepts associated with the participation of a legal representative in civil matters; - is familiar with the legal regulations in this area; knows the types of representatives in civil matters and the scope of their rights and duties.	[SW1] oral statement/ conversation/discussion [SW2] presentation/project/paper/ report [SW3] text preparation/written work [SW5] implementation of a problem task
	[PRAWOJ5_UW07] He/she has the skills in understanding and analyzing social phenomena and utilizing this analysis in his/her professional work.	Student: - can find and appropriately apply regulations concerning legal representatives in civil matters; - analyzes research problems related to the participation of a representative in civil proceedings from a scientific perspective; - applies knowledge of the law, including the interpretation of regulations governing the status of a representative, in procedural activities.	[SU1] oral statement/conversation/ discussion [SU2] presentation/project/paper/ report [SU3] text preparation/written work [SU5] implementation of a problem task [SU6] demonstration of practical skills [SU8] observation of student's independent or team work
	[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	Student: - defines and characterizes the principles and concepts associated with the participation of a legal representative in civil matters; - is familiar with the legal regulations in this area; knows the types of representatives in civil matters and the scope of their rights and duties.	[SW1] oral statement/ conversation/discussion [SW2] presentation/project/paper/ report [SW3] text preparation/written work [SW5] implementation of a problem task
	[PRAWOJ5_UK08] The graduate has wide skills to prepare written works connected with the work of a lawyer in Polish and foreign language	Student: - can find and appropriately apply regulations concerning legal representatives in civil matters; - analyzes research problems related to the participation of a representative in civil proceedings from a scientific perspective; - applies knowledge of the law, including the interpretation of regulations governing the status of a representative, in procedural activities.	[SU3] text preparation/written work

	Course outcome	Subject outcome	Method of verification
	[PRAWOJ5_UW05] He/she can observe and analyze moral, ethical and legal dilemmas in professional work	Student: - can find and appropriately apply regulations concerning legal representatives in civil matters; - analyzes research problems related to the participation of a representative in civil proceedings from a scientific perspective; - applies knowledge of the law, including the interpretation of regulations governing the status of a representative, in procedural activities.	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report [SU3] text preparation/written work [SU5] implementation of a problem task [SU6] demonstration of practical skills [SU8] observation of student's independent or team work
	[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.	Student: - defines and characterizes the principles and concepts associated with the participation of a legal representative in civil matters; - is familiar with the legal regulations in this area; knows the types of representatives in civil matters and the scope of their rights and duties.	[SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report [SW3] text preparation/written work [SW5] implementation of a problem task
	[PRAWOJ5_WG02] He/she knows wide terminology and concepts in the scope of law and connected disciplines	Student: - defines and characterizes the principles and concepts associated with the participation of a legal representative in civil matters; - is familiar with the legal regulations in this area; knows the types of representatives in civil matters and the scope of their rights and duties.	[SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report [SW3] text preparation/written work [SW5] implementation of a problem task
	[PRAWOJ5_WK12] He/she has knowledge of occupational health and safety in public administration institutions	Student: - defines and characterizes the principles and concepts associated with the participation of a legal representative in civil matters; - is familiar with the legal regulations in this area; knows the types of representatives in civil matters and the scope of their rights and duties.	[SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report [SW3] text preparation/written work [SW5] implementation of a problem task
Subject contents	<p>1. Representation in civil matters. - Statutory representation. - Power of attorney as a form of representation. Power of attorney in civil matters.2. Procedural power of attorney as an institution of civil procedural law. The essence of the power of attorney granted in civil proceedings. - How the power of attorney relationship is established in civil proceedings. Recipient of the power of attorney declaration.3. Acting through an attorney. - Litigation capacity. Conditions for effective action by the attorney. - Concept of acting before a court.4. Types of power of attorney in civil proceedings.5. The subject scope of the power of attorney (including the definition of the case).6. Modifications to the scope of the power of attorney.7. The personal scope of the power of attorney.8. The principal.9. The group of persons to whom power of attorney can be granted.10. Granting and executing the power of attorney in proceedings.11. Registration of the attorney in proceedings.12. The form of the power of attorney.13. The obligation to demonstrate the principal's authorization.14. Temporary admission of an attorney to perform an urgent procedural action.15. Effects of performing a procedural action without proper authorization.16. Joint appearance of the principal and attorney in proceedings.17. Modifications to the course of proceedings due to the participation of an attorney.18. Expiration of the power of attorney (including causes and effects of the expiration).19. Revocation of the power of attorney and its effects.20. Costs of proceedings related to the participation of an attorney.21. Official legal aid. - Criteria for the appointment of an official attorney. - Application for the appointment of an official attorney. - Decision regarding the appointment of an official attorney and designation of the attorney. - The subject scope of the official power of attorney. - Change in the relationship of official procedural power of attorney. - Withdrawal of the appointment of an official attorney. - Costs of official legal aid.22. Responsibility of the attorney in civil matters general information.</p>		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	written exam	51.0%	100.0%

Recommended reading	Basic literature	Literature used during classes:- Kaczyński M.J., *Pełnomocnik z urzędu w sądowym postępowaniu cywilnym* (Official Attorney in Court Civil Proceedings), C.H. Beck, latest edition;- Pietrkowski H., *Czynności procesowe zawodowego pełnomocnika w sprawach cywilnych* (Procedural Actions of a Professional Attorney in Civil Matters), Wolters Kluwer, latest edition;- Wiśniewski T., *Przebieg procesu cywilnego* (Course of Civil Proceedings), Wolters Kluwer, latest edition.Literature studied independently by the student:- Marciniak A., *Kodeks postępowania cywilnego. Komentarz. Tom I. Art. 1 366* (Code of Civil Procedure. Commentary. Volume I. Articles 1 366), C.H. Beck, latest edition;- Ereciński T. (ed.), *Kodeks postępowania cywilnego. Komentarz. Tom I* (Code of Civil Procedure. Commentary. Volume I), Wolters Kluwer, latest edition;- Jodłowski J., Resich Z., Lapierre J., Misiuk-Jodłowska T., Weitz K., *Postępowanie cywilne* (Civil Procedure), Wolters Kluwer, latest edition.
	Supplementary literature	- Tomaszek A., *Metodyka pracy adwokata w sprawach cywilnych* (Methodology of an Attorney's Work in Civil Matters), C.H. Beck, latest edition;- Roger Eastman, William Rose, *Pleadings Without Tears: A Guide to Legal Drafting Under the Civil Procedure Rules*, Oxford University Press, latest edition.
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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