

Subject card

Subject name and code	Labour law and clerk law I - lecture, PG_00147791						
Field of study	Prawo pracy i prawo urzędnicze I - wykład						
Date of commencement of studies	October 2024	Academic year of realisation of subject			2025/2026		
Education level	Bachelor'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		
Semester of study	3	ECTS credits			3.0		
Learning profile	academic	Assessment form			exam		
Conducting unit							
Name and surname of lecturer (lecturers)	Subject supervisor		dr Marek Benio				
	Teachers		dr Marek Benio				
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	20.0	0.0	0.0	0.0	0.0	20
	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	20		0.0		55.0	75
Subject objectives	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
	[ADMNL3_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.	[SK1] wypowiedź ustna/rozmowa/diskusja [SK8] obserwacja samodzielnej lub zespołowej pracy studenta
	[ADMNL3_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.	[SW4] test/egzamin - ustny lub pisemny [SW1] wypowiedź ustna/rozmowa/diskusja
	[ADMNL3_UU01] He/she is aware of the level of his/her knowledge and skills, and understands the need for lifelong learning	Can assess their own level of knowledge in labour and civil service law and recognises the need for continuous learning in light of changing regulations.	[SU1] wypowiedź ustna/rozmowa/diskusja [SU4] test/egzamin - ustny lub pisemny
	[ADMNL3_KR01] He/she sees and formulates moral problems and ethical dilemmas related to his/her own and someone else's work, looks for optimal solutions	Can design organisational and legal solutions to improve working conditions in public institutions	[SK1] wypowiedź ustna/rozmowa/diskusja
	[ADMNL3_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	[SK6] demonstracja umiejętności praktycznych
	[ADMNL3_KK02] The graduate prepares responsibly for his/her work, appreciating the role of knowledge in solving professional problems	Prepares responsibly for professional duties in compliance with labour law and public service ethics.	[SK1] wypowiedź ustna/rozmowa/diskusja [SK5] realizacja zadania problemowego
	[ADMNL3_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.	[SU6] demonstracja umiejętności praktycznych
	[ADMNL3_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.	[SU1] wypowiedź ustna/rozmowa/diskusja
	[ADMNL3_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 [SU6] demonstracja umiejętności praktycznych
	[ADMNL3_WK07] He/she knows and understands the principles of creating and developing basic forms of individual entrepreneurship	Knows the basic rules of undertaking economic activity in the context of labour law and the provision of services by public administration	[SW1] wypowiedź ustna/rozmowa/diskusja [SW3] opracowanie tekstowe/praca pisemna
	[ADMNL3_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.	[SU1] wypowiedź ustna/rozmowa/diskusja
	[ADMNL3_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
	[ADMNL3_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.	[SU6] demonstracja umiejętności praktycznych

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Subject contents	<ol style="list-style-type: none"> Sources and principles of labour law and civil service law The employment relationship concept, characteristics, parties, and types of contracts Rights and duties of the employee and the employer Working time, leave entitlements, and other employee rights Protection of employment stability and termination of employment Disciplinary, material, and procedural liability of employees Employment in public administration concept and types of service relationships Civil service and local government employees legal status, recruitment, and duties Administrative ethics and impartiality, incompatibility of functions, conflict of interest Disciplinary responsibility and legal protection of civil servants 															
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Example issues/ example questions/ tasks being completed	<ol style="list-style-type: none"> What distinguishes an employment relationship from other civil law contracts? What are the basic rights and duties of an employee and an employer under the Labour Code? How can an employment contract be terminated, and what are the legal consequences of each method? What is the role of ethics and responsibility in the work of a civil servant? What entitlements do public administration employees have regarding leave and working time? What is a civil service pragmatics and what regulations does it contain regarding employment in public administration? How do civil service pragmatics regulate procedures for the disciplinary responsibility of civil servants? 															
Work placement	Not applicable															

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