

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 2025		Academic year of realisation of subject		2026/2027		
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	Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Marek Benio				
	Teachers						
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
	[ADMINL3_WG01] At an advanced level, the student is able to define the sciences of law, administration, and politics, as well as knows the concepts and terminology appropriate to them.	The student knows and understands the basic concepts, sources, and principles of labour law and civil service law, including regulations concerning the legal status of employees and officials in public administration.	[SW4] test/egzamin - ustny lub pisemny [SW1] wypowiedź ustna/rozmowa/ dyskusja
	[ADMINL3_WG02] At an advanced level, the student is able to characterize the system of public authority (national, local, and EU-level), as well as the structure of administration and the relationships between various bodies and institutions. He can also describe the process of their appointment, their competencies, and the domains in which they operate.	The student can identify the rights and obligations of the parties to the employment relationship and of civil service officials, and understands their importance for the proper functioning of public administration	[SW1] wypowiedź ustna/rozmowa/ dyskusja [SW5] realizacja zadania problemowego
	[ADMINL3_UW01] Using his own knowledge and sources of information, including the ability to use modern digital techniques and professional methods of acquiring information, the student is able to analyze and resolve problems, as well as interpret legal, social, and political phenomena in the field of administration and selected areas of social and economic life.	The student is able to use acquired knowledge and legal sources, including digital resources and specialised databases, to analyse and resolve issues in labour law and civil service law, as well as to interpret legal and social phenomena in public administration.	[SU6] demonstracja umiejętności praktycznych
	[ADMINL3_KK01] The student is aware of the role of knowledge in problem-solving, as well as the necessity of relying on expert knowledge – including opinions of doctrine and case law – in situations that exceed the capacity to solve the problem independently.	The student is able to identify legal issues related to employment in public administration and, when necessary, consult case law, legal doctrine, and expert opinions to resolve them.	[SK1] wypowiedź ustna/rozmowa/ dyskusja [SK4] test/egzamin - ustny lub pisemny
Subject contents	- 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		
Prerequisites and co-requisites	Basic knowledge of civil and/or administrative law as well as difference between public and private law are advisable.		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	written or oral examination	50.0%	50.0%
	active class participation	50.0%	50.0%
Recommended reading	Basic literature	Jakub Stelina (red.) Prawo pracy, wyd. 6. C.H. Beck, Warszawa 2023 Jakub Stelina, Prawo urzędnicze, Wyd. 3, C.H. Beck, Warszawa 2017	
	Supplementary literature	Arkadiusz Sobczyk (red.) Kodeks pracy. Komentarz, wyd. 7, Warszawa 2025 Izabela Florczak, Katarzyna Jaworska, Anna Piszczek, Katarzyna Serafin, Prawo pracy. Przed egzaminem, Wolters Kluwer, Warszawa 2023	
	eResources addresses		

Example issues/ example questions/ tasks being completed	General questions on labour and civil service law 1. What distinguishes an employment relationship from other civil law contracts? 2. What are the basic rights and duties of an employee and an employer under the Labour Code? 3. How can an employment contract be terminated, and what are the legal consequences of each method? 4. What is the role of ethics and responsibility in the work of a civil servant? 5. What entitlements do public administration employees have regarding leave and working time? Questions on civil service pragmatics 1. What is a civil service pragmatics and what regulations does it contain regarding employment in public administration? 2. How do civil service pragmatics regulate procedures for the disciplinary responsibility of civil servants?
Work placement	Not applicable

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