

Subject card

Subject name and code	Clerk's law - lecture, PG_00132145						
Field of study	Law in administration and economy						
Date of commencement of studies	October 2025		Academic year of realisation of subject			2026/2027	
Education level	Master'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	4		ECTS credits			2.0	
Learning profile	academic		Assessment form			exam	
Conducting unit	Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr hab. Jakub Szmit				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	10.0	0.0	0.0	0.0	0.0	10
	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	10		0.0		40.0	50
Subject objectives	Learning the principles and rules regarding employment in official positions in key areas of public administration - local government, government and non-governmental state administration. An introduction to the theory and history of clerical law and its place in the legal system.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[PAGMU2_WG01] At an advanced level, the student identifies and understands the facts, phenomena, and their interactions related to the functioning of public authorities, administration, civil servants, the economy, and economic entities. He also knows the terminology, methods, and theories derived from legal sciences and related disciplines, relevant to issues concerning administration and the economy.	The student is able to critically assess the usefulness of the procedures and best practices arising from civil service law in the context of performing tasks in public administration. They understand the importance of legal knowledge in solving theoretical and practical problems and can effectively justify assessments, opinions, and proposed solutions based on applicable regulations. When necessary, they are able to seek the opinions of experts in the field of civil service law.	[SW4] test/exam - oral or written
	[PAGMU2_UU05] At an advanced level, the student is able to independently and critically acquire knowledge and develop his professional skills. Additionally, he is aware of the level of his knowledge and skills and understands the need for lifelong learning and sharing the knowledge he acquires with others.	The student has an in-depth knowledge and understanding of key regulatory issues concerning the structure of the state, the functioning of public administration, and the duties and rights of a civil servant. They also know and understand the legal and organizational conditions of selected areas of economic and social life that are relevant to performing tasks in public administration.	[SU4] test/exam - oral or written
	[PAGMU2_KR03] The student is focused on responsibly fulfilling professional roles and developing his professional achievements in positions within public administration, administrative services of economic entities, and non-governmental organizations.	The student is oriented towards the responsible performance of professional roles arising from civil service law and towards developing professional achievements while working in public administration, administrative services of business entities, and non-governmental organizations. They understand the importance of professional ethics and applicable legal regulations in shaping the professional conduct of a civil servant. The student is able, at an advanced level, to independently and critically acquire knowledge in the field of civil service law and to develop their competences in the interpretation and application of legal provisions in public administration practice. They are aware of their level of legal knowledge and skills, understand the need for lifelong learning, and can share the knowledge acquired with colleagues and other stakeholders in public administration.	[SK4] test/exam - oral or written
	[PAGMU2_WG02] At an advanced level, the student knows and understands key regulatory issues related to the structure of the state, public administration, and the work of civil servants, as well as the legal and organizational conditions of selected areas of economic and social life.	The student is able, at an advanced level, to independently and critically acquire knowledge in the field of civil service law and to develop their competences in the interpretation and application of legal provisions in public administration practice. They are aware of their level of legal knowledge and skills, understand the need for lifelong learning, and can share the knowledge acquired with colleagues and other stakeholders in public administration.	[SW4] test/exam - oral or written

Subject contents	The concept and subject and genesis of clerical law, the place of clerical law in the Polish legal system, sources and structure of clerical law Organization of the civil service, principles of the civil service, establishing an employment relationship in the civil service Change and termination of the employment relationship in the civil service, filling senior positions in the civil service, Rights and obligations of civil service corps members Local government official law, the concept of a local government employee, establishing and terminating an employment relationship with local government employees, rights and obligations of local government employees Labor relations in non-governmental administration, disciplinary liability, dispute resolution		
Prerequisites and co-requisites	None		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	test exam	51.0%	100.0%
Recommended reading	Basic literature	Literatura wykorzystywana podczas zajęć: J. Stelina: Polskie prawo urzędnicze, Warszawa 2017 Literatura studiowana samodzielnie przez studenta: A. Dubowik, Ł. Pisarczyk: Prawo urzędnicze, Warszawa 2011	
	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		
Example issues/ example questions/ tasks being completed	The subjective scope of clerical law.Recruitment in the civil service.Basics of employment of local government employees.First evaluation in the civil service.Obtaining an appointment in the civil service.Rules for remunerating local government employees.		
Work placement	Not applicable		

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