

Subject card

Subject name and code	Clerk's law - lecture, PG_00137939						
Field of study	Law						
Date of commencement of studies	October 2025		Academic year of realisation of subject		2029/2030		
Education level	uniform Master's studies		Subject group		Optional subject group		
Mode of study	full-time studies		Mode of delivery		at the university		
Year of study	5		Language of instruction		Polish		
Semester of study	9		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 Michał Szypniewski				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	30.0	0.0	0.0	0.0	0.0	30
	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	30		0.0		45.0	75
Subject objectives	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_WG05] identifies in depth the various forms of social life, including the rights and duties of individuals in different contexts, with particular reference to the phenomena of violation of the law and their consequences	Possesses in-depth knowledge of the system of administrative law (public service law), its evolution, and the interrelations with Polish law, European Union law, and international law.	[SW4] test/exam - oral or written
	[PRAWOJ5_WK10] has an in-depth knowledge of the principles of ethical and appropriate communication in legal and legal language	Is able to use complex theoretical approaches in the field of administrative law (public service law) and apply them appropriately to the legal problem being solved.	[SW4] test/exam - oral or written
	[PRAWOJ5_UW05] is able to perceive and analyse moral dilemmas, generate solutions and justify the positions adopted	Is able to formulate and present research problems in the field of administrative law (public service law) and develop them in accordance with accepted methodology.	[SU4] test/exam - oral or written
	[PRAWOJ5_KO03] is ready to actively participate in entities carrying out professional activities related to law	Is ready to prepare own social projects in the field of administrative law (public service law), including the preparation and implementation of projects co-financed from European Union funds.	[SK4] test/exam - oral or written
	[PRAWOJ5_WK09] has an in-depth knowledge of legal institutions and constructions specific to various fields of law, including selected specific areas of law discussed in the course of study	Has in-depth and structured knowledge of legal sciences, in particular administrative law (public service law), and knows the terminology and concepts specific to this field and related areas.	[SW4] test/exam - oral or written
Subject contents	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.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
		51.0%	100.0%
Recommended reading	Basic literature	J. Stelina: Polskie prawo urzędnicze, Warszawa 2017 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 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		

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