

Subject card

Subject name and code	Civil proceedings in the work of administrative employee - lecture, PG_00133256						
Field of study							
Date of commencement of studies	October 2025		Academic year of realisation of subject		2027/2028		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study		
Mode of study	full-time studies		Mode of delivery		at the university		
Year of study	3		Language of instruction		Polish		
Semester of study	5		ECTS credits		1.0		
Learning profile	practical		Assessment form				
Conducting unit	Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		mgr Olga Zinkiewicz-Będźmirowska				
	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		0.0	30
Subject objectives	Providing basic knowledge about various institutions of civil procedure and their application in the work of an administrative employee, as well as the rights and obligations of an administrative employee in these proceedings, depending on the role.Introducing students to the basic requirements of procedural documents and other documents in civil proceedings.Presenting the principles of formulating research problems, using knowledge of civil procedure and broadly understood law and administrative procedure.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ADMINL3_WK04] The student knows and understands the current dilemmas regarding the functioning of institutions of substantive and procedural law in the sphere of the state and administration. Additionally, he identifies key phenomena occurring in the market economy and economics, including knowledge and understanding of the basic principles of public finance, EU structural funds, the public procurement system, and the operation of various forms of entrepreneurship.	The student: - knows the basic principles of civil procedure and understands its relevance to the work of public administration; - understands how civil and procedural law affects the activities of administrative institutions and what kinds of dilemmas may arise in practice; - has knowledge of the connections between civil proceedings and economic issues, public finance, and public procurement, which may be important in administrative practice.	[SW4] test/exam - oral or written
	[ADMINL3_KR03] The student is ready to responsibly perform duties in public administration, including positions requiring a bachelor's degree, as well as in other entities in roles related to administration.	The student: - understands the importance of responsibility and reliability in administrative work and is prepared to carry out assigned tasks in accordance with legal regulations and the public interest; - is able to work independently and as part of a team, making decisions within their scope of competence.	[SK4] test/exam - oral or written
	[ADMINL3_UW02] The student is able to independently interpret and use basic institutions of substantive law and procedures in order to take legal action or prepare typical documents related to administrative activities.	The student: - is able to independently apply basic provisions of substantive and procedural law in practical administrative situations; - can prepare simple official documents related to the work of public administration; - is able to correctly interpret legal provisions and match them to a specific administrative case.	[SU4] test/exam - oral or written
	[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 within the scope of administration and selected areas of social and economic life.	The student: - is able to independently find and use relevant legal and administrative information; - can identify and analyze problems that arise in administrative work and suggest practical solutions; - is able to understand and explain legal, social, and political phenomena relevant to the functioning of public administration; - uses digital tools effectively when searching for and analyzing information.	[SU4] test/exam - oral or written
Subject contents	1. Basic concepts and institutions in the field of civil procedure. 2. Basic principles of civil procedure. 3. Scope of possible participation of an administration employee in civil proceedings (including practical work - written or other). 4. Rights and obligations of an administration employee in civil proceedings depending on the role. 5. Scope of use of civil proceedings in the work of an administration employee - examples, including (including practical aspects of participation of an administration employee in these proceedings - written, oral argumentation or other): proceedings in matters concerning social insurance; claims for determination in tax proceedings; enforcement proceedings and enforcement proceedings in administration.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	exam	51.0%	100.0%

Recommended reading	Basic literature	1. Broniewicz W., Marciniak A., Kunicki I. (eds.), Civil Procedure in Outline, Wolters Kluwer, current edition; 2. Lapierre J., Jodłowski J., Resich Z., Misiuk-Jodłowska T., Weitz K., Civil Procedure, Wolters Kluwer, current edition; 3. Marszałkowska-Krześ E. (ed.), Civil Procedure, C.H. Beck, current edition; 4. Rzewuski M. (ed.), Civil Procedure, C.H. Beck, current edition.
	Supplementary literature	• Ereciński T. (red. naczelny), System prawa procesowego cywilnego, Wolters Kluwer, current edition; • Góra - Błaszczkowska A. (red. serii), System postępowania cywilnego, C.H. Beck, current edition; • Jakubecki J. (red.), Kodeks postępowania cywilnego. Komentarz, Wolters Kluwer, current edition; • Marciniak A., Kodeks postępowania cywilnego. Komentarz, C.H. Beck, current edition; • Ryłski P. (red.), Kodeks postępowania cywilnego. Komentarz - on-line edition, Legalis; • S. Sime, A Practical Approach to Civil Procedure, Oxford, current edition.
	eResources addresses	Adresy na platformie eNauczanie:
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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