University of Gdańsk

Subject card

Subject name and code	Civil procedure in the work of an administrative employee - lecture, PG_00197810		
Field of study	Administration		
Date of commencement of studies	October 2026	Academic year of realisation of subject	2028/2029
Education level	Bachelor's studies	Subject group	Obligatory subject group in the field of study Subject group related to scientific research 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	2.0
Learning profile	academic	Assessment form	credit
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	2.0	18.0	50

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_W03] possesses advanced knowledge of, and understands, the procedures applied within public administration, as well as the various methods and instruments — both legal and non-legal — employed in administrative activity.	-	[SW4] test/exam - oral or written
[ADMINL3_U01] drawing upon his/her own knowledge as well as other sources of information — including the ability to use modern technologies and professional methods of acquiring and analysing information — is capable of identifying, analysing, and resolving problems, as well as interpreting phenomena relating to the organization and functioning of public administration, administrative activity, and selected areas of social and economic life.	-	[SU4] test/exam - oral or written
[ADMINL3_K03] is prepared to perform duties in public administration in a responsible manner, with due regard for professional ethics, including in positions requiring the professional title of Bachelor's degree holder. Furthermore, he/she is ready to undertake employment in other entities in roles related to administrative activities and the application of law within specified areas of social and economic life.	-	[SK4] test/exam - oral or written
[ADMINL3_W05] is familiar with and understands the current dilemmas concerning the functioning of public administration and activities undertaken within the sphere of the state and administration in relation to substantive, procedural, and constitutional law institutions. Moreover, he/she identifies the fundamental phenomena occurring within the market economy and economics, including knowledge and understanding of the basic principles governing the establishment and development of various forms of entrepreneurship.	-	[SW4] 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 - Błaszczykowska A. (red. serii), System postepowania cywilnego, C.H. Beck, current edition; • Jakubecki J. (red.), Kodeks postepowania cywilnego. Komentarz, Wolters Kluwer, current edition; • Marciniak A., Kodeks postepowania cywilnego. Komentarz, C.H. Beck, current edition; • Rylski P. (red.), Kodeks postepowania cywilnego. Komentarz - on-line edition, Legalis; • S. Sime, A Practical Approach to Civil Procedure, Oxford, current edition.
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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