University of Gdańsk

Subject card

Subject name and code	Searching for and verifying information about the law and digital competences - auditorium classes, PG_00197843		
Field of study	Administration		
Date of commencement of studies	October 2026	Academic year of realisation of subject	2026/2027
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	part-time studies	Mode of delivery	at the university
Year of study	1	Language of instruction	Polish
Semester of study	1	ECTS credits	4.0
Learning profile	academic	Assessment form	credit
Conducting unit	Department of Legal Informatics -> Faculty of Law and Administration -> Rector		
Name and surname of lecturer (lecturers)	Subject supervisor	dr Patryk Ciurak	
	Teachers	mgr Ewelina Wójcik	

Lesson types

Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
Number of study hours	0.0	30.0	0.0	0.0	0.0	30

E-learning hours included: 0.0

Additional information:
- Text analysis
- Discussion
- Case studies
- Work in groups

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	70.0	100

Subject objectives

Assimilation and understanding by students of the principles governing the operation of modern information retrieval technologies in the field of law, as well as the opportunities offered by and the operating principles of software enabling the digitalization of public administration work.

Learning outcomes

Course outcome	Subject outcome	Method of verification
[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.	The student is able to maintain a critical approach to information obtained from available legal information systems and is capable of independently evaluating the search results obtained from these systems. The student demonstrates an attitude of openness towards IT solutions.	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written [SK8] observation of student's independent or team work
[ADMINL3_W01] possesses an advanced level of knowledge and understanding of the theories, methods, concepts, and terminology specific to legal sciences as well as the study of administration and politics.	The student is familiar with: - the methods used in modern legal information and retrieval systems to describe legal acts, establish relationships between them, and index them by subject headings, - the principles governing the creation of versions of legal acts and the features designed to facilitate the use of these texts, - the databases available in Poland containing case law, official interpretations, explanatory memoranda for draft legislation, and legal literature.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion
[ADMINL3_U05] is able to assess the level of their knowledge and skills, and can independently plan and carry out the need for lifelong learning	The student has acquired the ability to search for legal acts, court rulings, official interpretations, explanatory memoranda for draft legislation and legal literature, and to verify the accuracy of the results obtained. The student is familiar with the basic principles of working with and authenticating electronic documents.	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written [SU8] observation of student's independent or team work
[ADMINL3_U04] is able to plan and organize his/her own work and is prepared to actively participate in teams involved in the performance of administrative activities.	The student has acquired the ability to search for legal acts, court rulings, official interpretations, explanatory memoranda for draft legislation and legal literature, and to verify the accuracy of the results obtained.	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written [SU8] observation of student's independent or team work
[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.	The student is familiar with the tools for searching for legal acts, court rulings, official interpretations, explanatory memoranda for draft legislation and legal literature, and is also familiar with methods for verifying the accuracy of the results obtained. The student is familiar with the basic principles of working with and authenticating electronic documents.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion

<table>
<tr><td>Subject contents</td><td>1 Introduction to legal informatics

2 Theory of legal information flow

3 Publication of law

4 Content in legal information databases

5. Searching for legal acts in legal information systems

6. Use of legal texts in legal information systems

7. Searching for drafts of legal acts and their justifications

8. Searching for court rulings

9. Searching for official interpretations

10. Searching for and using legal literature

11. Elektroniczna forma dokumentu i jej znaczenie w postępowaniu administracyjnym
12. Dokumenty uwierzytelnione elektronicznie</td></tr>
<tr><td>Prerequisites and co-requisites</td><td></td></tr>
<tr><td>Assessment methods and criteria</td><td><table><tr><th>Subject passing criteria</th><th>Passing threshold</th><th>Percentage of the final grade</th></tr><tr><td>test</td><td>51.0%</td><td>100.0%</td></tr></table></td></tr>
<tr><td>Recommended reading</td><td><table><tr><td>Basic literature</td><td>Ustawa z dnia 20 lipca 2000 r. o ogłaszaniu aktów normatywnych i niektórych innych aktów prawnych

Rozporządzenie Prezesa Rady Ministrów z dnia 20 czerwca 2002 r. w sprawie "Zasad techniki prawodawczej"

Rozporządzenie Parlamentu Europejskiego i Rady (UE) nr 910/2014 z dnia 23 lipca 2014 r. w sprawie identyfikacji elektronicznej i usług zaufania w odniesieniu do transakcji elektronicznych na rynku wewnętrznym oraz uchylające dyrektywę 1999/93/WE (Dz. U. UE. L. z 2014 r. Nr 257, str. 73).

G. Wierczyński, Profesjonalne źródła informacji o prawie, Wolters Kluwer, Warszawa 2024, ISBN: 978-83-8358-780-6 (ebook: 978-83-8358-791-2)</td></tr><tr><td>Supplementary literature</td><td>P. Ciurak (red.), G. Wierczyński (red.), Nowe technologie w praktyce prawnika, Wydawnictwo Arche, Sopot 2021

M. Kokoszczyński, G. Wierczyński, System informacji prawnej w pracy sędziego, Warszawa 2011, Wolters Kluwer Polska

R.C. Berring, E.A. Edinger, Finding The Law, Twelfth Edition, Thomson West

D. Szostek, M. Załucki, Legal Tech. Information technology tools in the administration of justice, Nomos 2022</td></tr><tr><td>eResources addresses</td><td></td></tr></table></td></tr>
<tr><td>Example issues/ example questions/ tasks being completed</td><td></td></tr>
<tr><td>Work placement</td><td>Not applicable</td></tr>
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