

**Subject card**

<b>Subject name and code</b>	Clerk's law - lecture, PG_00132145						
<b>Field of study</b>	Law in administration and economy						
<b>Date of commencement of studies</b>	October 2026	<b>Academic year of realisation of subject</b>			2027/2028		
<b>Education level</b>	Master's studies	<b>Subject group</b>			Obligatory subject group in the field of study Subject group related to scientific research in the field of study		
<b>Mode of study</b>	part-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	2	<b>Language of instruction</b>			Polish		
<b>Semester of study</b>	4	<b>ECTS credits</b>			2.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>			exam		
<b>Conducting unit</b>	Faculty of Law and Administration -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		dr hab. Jakub Szmit				
	<b>Teachers</b>						
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	10.0	0.0	0.0	0.0	0.0	10
	E-learning hours included: 0.0						
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	<b>Number of study hours</b>	10		0.0		40.0	50
<b>Subject objectives</b>	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_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
	[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.z	[SK4] test/exam - oral or written

Subject contents	<p>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</p>								
Prerequisites and co-requisites	None								
Assessment methods and criteria	<table border="1"> <thead> <tr> <th data-bbox="456 546 786 577">Subject passing criteria</th> <th data-bbox="791 546 1137 577">Passing threshold</th> <th data-bbox="1142 546 1487 577">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 584 786 613">test exam</td> <td data-bbox="791 584 1137 613">51.0%</td> <td data-bbox="1142 584 1487 613">100.0%</td> </tr> </tbody> </table>	Subject passing criteria	Passing threshold	Percentage of the final grade	test exam	51.0%	100.0%		
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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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