

**Subject card**

<b>Subject name and code</b>	Civil procedure in the work of an administrative employee - lecture, PG_00197810						
<b>Field of study</b>	Administration						
<b>Date of commencement of studies</b>	October 2026	<b>Academic year of realisation of subject</b>			2028/2029		
<b>Education level</b>	Bachelor'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>	full-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	3	<b>Language of instruction</b>			Polish		
<b>Semester of study</b>	5	<b>ECTS credits</b>			2.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>			credit		
<b>Conducting unit</b>	Faculty of Law and Administration -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		mgr Olga Zinkiewicz-Będźmirowska				
	<b>Teachers</b>						
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	30.0	0.0	0.0	0.0	0.0	30
	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>	30		2.0		18.0	50
<b>Subject objectives</b>	<p>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.</p>						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[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
[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	
Subject contents	<p>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.</p>		
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. Lapiere 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	<ul style="list-style-type: none"> <li>• Ereciński T. (red. naczelny), System prawa procesowego cywilnego, Wolters Kluwer, current edition;</li> <li>• Góra - Błaszczkowska A. (red. serii), System postępowania cywilnego, C.H. Beck, current edition;</li> <li>• Jakubecki J. (red.), Kodeks postępowania cywilnego. Komentarz, Wolters Kluwer, current edition;</li> <li>• Marciniak A., Kodeks postępowania cywilnego. Komentarz, C.H. Beck, current edition;</li> <li>• Ryłski P. (red.), Kodeks postępowania cywilnego. Komentarz - online edition, Legalis;</li> <li>• S. Sime, A Practical Approach to Civil Procedure, Oxford, current edition.</li> </ul>
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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