

Subject card

Subject name and code	Bureaucratic pragmatics - lecture, PG_00197822						
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	6	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		dr Marek Benio				
	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	The objective of the course is to prepare students for the proper execution of official duties within public administration and uniformed services. The course aims to familiarize students with legal norms regulating employment, rights, and duties of civil servants and officers, as well as to develop the ability to make decisions in accordance with professional ethics and administrative procedures.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ADMNL3_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 is able to plan and organize their own work in an administrative or uniformed service environment and is prepared to actively participate in teams carrying out administrative or service tasks.	[SU1] oral statement/conversation/discussion [SU8] observation of student's independent or team work
	[ADMNL3_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 prepared to responsibly perform duties in public administration and uniformed services, respecting professional ethics, both in positions requiring a bachelor's degree and in other entities carrying out administrative tasks or applying law in specific areas of social and economic life.	[SK5] implementation of a problem task
	[ADMNL3_W04] possesses advanced knowledge of, and understands, the legal and administrative determinants of selected areas of social and economic life, including the rights and obligations of individuals vis-à-vis other individuals and public authorities. Furthermore, he/she is familiar with the competences of administrative bodies within these areas.	The student knows and understands the legal and administrative conditions governing the duties of civil servants and officers in selected areas of social and economic life, including the rights and obligations of individuals towards public administration authorities and the competences of these authorities.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion
	[ADMNL3_W02] possesses advanced knowledge of, and is able to characterise, the system of public authority (including at the national and European Union levels), the structure of public administration, the procedures for the appointment of public bodies, as well as the legal framework governing the organisation and functioning of public administration and the work of civil servants.	The student knows and can characterize the system and structure of public administration and uniformed services, the appointment procedures of authorities, as well as the legal framework governing the functioning of civil servants and officers, including both national and EU-level contexts.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion
Subject contents	<ol style="list-style-type: none"> 1. The system of public authority and structure of public administration analysis of state and local government bodies, including EU institutions. 2. Legal foundations of civil servants and officers functioning legal acts regulating status, duties, and responsibilities. 3. Principles of professional ethics and official responsibility standards of conduct and consequences of violations. 4. Duties and powers in public administration and uniformed services individuals rights and relations between officials and citizens. 5. Administrative procedures and official documentation preparation, handling, and archiving of official records. 6. Organization of civil servants and officers work planning, task prioritization, and teamwork. 7. Official communication handling formal correspondence, drafting administrative decisions and official letters. 8. Control and supervision in administration role of supervisory bodies, complaint procedures, and accountability mechanisms. 9. Work in administrative and service teams rules of cooperation, division of competences, and responsibilities. 10. Practical cases and simulations of official activities case study analysis, solving legal and organizational problems. 		
Prerequisites and co-requisites	Basic knowledge of Labour law		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Active class participation	50.0%	30.0%
	written or oral exam	50.0%	70.0%
Recommended reading	Basic literature	Jakub Stelina, Prawo urzędnicze, Wyd. 3, C.H. Beck, Warszawa 2017	

	Supplementary literature	Arkadiusz Sobczyk (red.) Kodeks pracy. Komentarz, wyd. 7, Warszawa 2025 Izabela Florczak, Katarzyna Jaworska, Anna Piszczek, Katarzyna Serafin, Prawo pracy. Przed egzaminem, Wolters Kluwer, Warszawa 2023
	eResources addresses	
Example issues/ example questions/ tasks being completed	<ul style="list-style-type: none"> • Explain the structure of public administration in Poland and discuss the appointment procedures of central and local government authorities. • Characterize the main duties and powers of civil servants in public administration and officers in uniformed services, including professional responsibilities. • Discuss the importance of professional ethics in the work of civil servants and the consequences of violating these principles in administrative practice. • Describe the standard course of a recruitment procedure and explain which documents are required during its execution. • Analyze a conflict situation within an administrative or service team and propose appropriate actions in accordance with procedures and professional ethics. 	
Work placement	Not applicable	

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