

1.	Field of study	Administration
2.	Faculty	Faculty of Law and Administration
3.	Academic year of entry	2024/2025 (winter term)
4.	Level of qualifications/degree	first-cycle studies
5.	Degree profile	general academic
6.	Mode of study	full-time

7. General information about th	General information about the module			
Module name	Labor and civil servant law			
Module code	pppu_a1_03			
Number of the ECTS credits	5			
Language of instruction	Polish			
Purpose and description of the content of education	The purpose of the module is to familiarize the Student with the basic principles and institutions of labor law and clerical law. The Student should learn the principles of establishing and terminating employment relations and be able to identify the basic obligations of employees and employers, taking into account the special regulations for government and local government employees. The student should also acquire the ability to use and interpret labor laws. The module is tailored to the needs of the student of administration.			
List of modules that must be completed before starting this module (if necessary)	not applicable			

8. Learning	. Learning outcomes of the module				
Code	Description	Learning outcomes of the programme	Level of competence (scale 1-5)		
K01	is ready to critically evaluate and deepen knowledge and keep up with changes in the law	K_K05	4		
U01	it has the ability to argue and justify its decisions	K_U02	5		
U02	prepares drafts of basic labor law letters (e.g., termination of employment)	K_U05 K_U10	4 4		
U03	is able to identify the responsibilities of employees and employers using the regulations of labor and clerical law	K_U06	4		
W01	knows and understands the principles and institutions of labor law and civil servant law	K_W14	5		
W02	has knowledge of the common and autonomous sources of labor and civil servant law	K_W02 K_W14	3 5		
W03	Defines the basic responsibilities of employees and employers, including government employees, and uses and can interpret labor laws.	K_W14 K_W16	5 4		

Code	Category	Name (description)
a01	Lecture methods / expository methods	Formal lecture/ course-related lecture a systematic course of study involving a synthetic presentation of an academic discipline; its implementation assumes a passive reception of the information provided
a04	Lecture methods / expository methods	Lecture-speech a lecture variant; an oral presentation of lecture content which has been prepared in writing; a lecture-speech can be delivered by the person teaching the course or an invited guest
a05	Lecture methods / expository methods	Explanation/clarification explication involving the derivation of a predetermined theorem from other, already known ones, in the number of steps specified by the person teaching the course
b03	Problem-solving methods	Activating method – educational games learning content in the guise of a rule- and/or principle-based game; conducted in a deliberately arranged situation based on the description of relevant facts and processes; learners compete with one another within the framework of rules laid down by the academic teacher; varieties include simulation games – involving a simulation of real situations; decision games – based on the decision-making process and the recognition of the consequences of the decisions made (e.g., a decision tree); psychological games – increasing the emotional-volitional component of the participants' attitudes
b04	Problem-solving methods	Activating method – discussion / debate an exchange of views supported by substantive arguments leading to a clash of different views, a compromise or the identification of common positions; it proceeds according to previously agreed-upon rules regarding the time, manner and turn-taking as well as the principles of civil discourse; a discussion is not a competition but aims at finding the best solutions or presenting different points of view; its varieties include brainstorming, Oxford-style debate, panel discussion, decision tree, conference discussion; a debate is an orderly dispute between supporters and opponents of a viewpoint, usually specialists in the field or pre-selected representatives of a group dealing with a common problem
b06	Problem-solving methods	Activating method – staged drama/drama experiential learning; solving a problem by acting out a role; a.k.a. a role-playing method; role-players interpret their roles in an individual way; the identification with the role is achieved through the activation of the senses, imagination and speech, the stimulation of gesture and movement, etc.; the aim of drama is to experience situations, problems and events mediated by the role; staged drama is a role-playing method enriched with props and stage scenery illustrating a theme
c07	Demonstration methods	Screen presentation a presentation of synthetic image content using computer graphics, e.g., a series of slides or other multimedia forms, usually accompanied by a commentary; typical components of a screen presentation include text organized into bulleted points, charts, images and animations, sometimes sound effects or music; a multimedia illustration of course content presented in the form of a projected image
d02	Programmed learning methods	Working with a programmed textbook working with a textbook containing instructional material covering part of or the entire curriculum of the module as well as a formula for studying the content; includes working with a subject textbook, an atlas, a catalogue, a problem book, etc.
e07	Practical methods	Simulation an indirect method; imitating reality in order to gain experience approximating a real one; recreating a real-world situation so that its participant can acquire an experience close to the authentic one; work on "replacement" material
f02	Methods of self-learning	Individual work with a text searching for and acquiring new information using textbooks and other written sources (including their digital versions); searching for texts, selecting fragments for analysis/interpretation, using other texts to solve a problem related to the studied issue



10. Forms of teach	Forms of teaching				
Code	Name		Assessment of the learning outcomes of the module	Learning outcomes of the module	Methods of conducting classes
01	lecture	30	exam	K01, W01, W02, W03	a01
02	practical classes	30	course work	K01, U01, U02, U03, W01, W02	a04, a05, b03, b04, b06, c07, d02, e07, f02

Code	Category	Name (description)	Is it part of the BUNA?
a01	Preparation for classes	Search for materials and review activities necessary for class participation reviewing literature, documentation, tools and materials as well as the specifics of the syllabus and the range of activities indicated in it as required for full participation in classes	No
a02	Preparation for classes	Literature reading / analysis of source materials reading the literature indicated in the syllabus; reviewing, organizing, analyzing and selecting source materials to be used in class	No
a03	Preparation for classes	Developing practical skills activities involving the repetition, refinement and consolidation of practical skills, including those developed during previous classes or new skills necessary for the implementation of subsequent elements of the curriculum (as preparation for class participation)	No
a04	Preparation for classes	Consulting materials complementary to those indicated in the syllabus agreeing on materials complementary to those indicated in the syllabus, supporting the implementation of tasks resulting from or necessary for class participation	No
a05	Preparation for classes	Production/preparation of tools, materials or documentation necessary for class participation developing, preparing and assessing the usefulness of tools and materials (e.g. aids, scenarios, research tools, equipment, etc.) to be employed in class or as an aid when preparing for classes	No
b01	Consulting the curriculum and the organization of classes	Getting acquainted with the syllabus content reading through the syllabus and getting acquainted with its content	No
c02	Preparation for verification of learning outcomes	Studying the literature used in and the materials produced in class exploring the studied content, inquiring, considering, assimilating, interpreting it, or organizing knowledge obtained from the literature, documentation, instructions, scenarios, etc., used in class as well as from the notes or other materials/artifacts made in class	No
c03	Preparation for verification of learning outcomes	Implementation of an individual or group assignment necessary for course/phase/ examination completion a set of activities aimed at performing an assigned task, to be executed out of class, as an obligatory phase/element of the verification of the learning outcomes assigned to the course	No
d01	Consulting the results of the verification of learning outcomes	Analysis of the corrective feedback provided by the academic teacher on the results of the verification of learning outcomes reading through the academic teacher's comments, assessments and opinions on the implementation of the task aimed at checking the level of the achieved learning outcomes	No
d02	Consulting the results of the verification of learning outcomes	Development of a corrective action plan as well as supplementary/corrective tasks reviewing and selecting tasks and activities enabling the elimination of errors indicated by the academic teacher, their verification or correction resulting in completing the task with at least the minimum	No



passing grade

Information on the details of the module implementation in a given academic year can be found in the syllabus available in the USOS system: https://usosweb.us.edu.pl.