

<b>STUDY MODULE DESCRIPTION FORM</b>		
Name of the module/subject <b>Legal foundations of Human Resources Management</b>		Code <b>1011102331011175028</b>
Field of study <b>Engineering Management - Full-time studies -</b>	Profile of study (general academic, practical) <b>(brak)</b>	Year /Semester <b>2 / 3</b>
Elective path/specialty <b>Marketing and Company Resources</b>	Subject offered in: <b>Polish</b>	Course (compulsory, elective) <b>elective</b>
Cycle of study: <b>Second-cycle studies</b>	Form of study (full-time, part-time) <b>full-time</b>	
No. of hours Lecture: <b>15</b> Classes: <b>15</b> Laboratory: <b>-</b> Project/seminars: <b>-</b>		No. of credits <b>2</b>
Status of the course in the study program (Basic, major, other) <b>(brak)</b>		(university-wide, from another field) <b>(brak)</b>
Education areas and fields of science and art		ECTS distribution (number and %)
<b>Responsible for subject / lecturer:</b>  mgr Elżbieta Malujda email: elzbieta.malujda@put.poznan.pl tel. 616653394 Wydział Inżynierii Zarządzania ul. Strzelecka 11, 60-965 Poznań		
<b>Prerequisites in terms of knowledge, skills and social competencies:</b>		
1	<b>Knowledge</b>	Student has a basic knowledge of the common types of legal structures and organizations. The student knows the methods and tools needed to study law and human resources management.
2	<b>Skills</b>	student is able to interpret the basic legal events specific to the management of organizations. Student analyze the causes and course of legal phenomena. Students can prepare oral presentations.
3	<b>Social competencies</b>	Student is progressing in accordance with ethical and legal standards. Student is able to communicate and cooperate with others.
<b>Assumptions and objectives of the course:</b> To acquaint students with legal basis of human resources management.		
<b>Study outcomes and reference to the educational results for a field of study</b>		
<b>Knowledge:</b>		
1. Student has knowledge on the science of context in relation to management sciences. Student know specific conceptual apparatus in relation to the management sciences. - [-]		
2. Student is aware of the role of man in the development of organizational culture and ethics in management. - [-]		
3. Student defines and characterizes the basic institutions of labour law. - [-]		
4. Student correctly identifies the legal consequences of actions in human resources management. - [-]		
5. Student has a thorough knowledge of ethical standards, their sources, their nature and impact of change on the organization. - [-]		
<b>Skills:</b>		
1. Student successfully use legislation. - [-]		
2. Student is able to use theoretical knowledge to describe of social phenomena. Student is able to formulate their own opinions and choose the critical data and methods of analysis. - [-]		
3. Resolves legal issues related to labour law. - [-]		
4. Student has the ability to apply this knowledge in different ranges and forms. - [-]		
5. Student has the ability to understand and analyze social phenomena, enhanced by the ability to evaluate law phenomena. - [-]		
<b>Social competencies:</b>		

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|---|
| 1. Caring for the performance of professional duties with respect for the law. - [-]<br>2. Student is aware of the need to retain a professional and ethical diversity of cultures and ideas. - [-]<br>3. Student is sensitive to the violation of the rights of others. - [-]<br>4. Student is aware of the interdisciplinary nature of knowledge. - [-] |
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**Assessment methods of study outcomes**

Forming rating:  
 individual presentations and active participation in classes  
 Summary rating:  
 written test

**Course description**

Equal treatment and mobbing. Contract of employment. Contract for specific task performance. Contract for specified service. Elastic forms of employment. Employees evaluation. Termination of employment. Group redundancies. Outplacement. Paid/unpaid leave. Working time. Social services. Maternity leave. Parental leave. Bonus and prize. Interdiction of competitive activity.

**Basic bibliography:**

- E.Malujda, Prawne podstawy zarządzania kadrami, Wydawnictwo Politechniki Poznańskiej 2011

**Additional bibliography:**

- A.M. Świątkowski, Polskie prawo pracy, Lexis Nexis, Warszawa 2010
- T. Listwan (red.), Zarządzanie kadrami, Wydawnictwo C.H.BECK, Warszawa 2006
- T. Oleksyn, Zarządzanie zasobami ludzkimi w organizacji, Wolters Kluwer Polska - OFICYNA, Warszawa 2011

**Result of average student's workload**

Activity	Time (working hours)
1. Lecture and exercises	30
2. consultation	3
3. preparation for the exercises	15
4. final test	2

**Student's workload**

Source of workload	hours	ECTS
Total workload	50	2
Contact hours	35	1
Practical activities	15	1