

Informational Brochure

of the National School of Judiciary
and Public Prosecution



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www.kSSIP.gov.pl

KRAJOWA SZKOŁA SĄDOWNICTWA I PROKURATURY

General information:

The National School of Judiciary and Public Prosecution was appointed as a legal entity on the basis of Act of 23 January 2009 (Journal of Laws No 26, item 157 as amended) and started its activity on 4 May 2009. It is the only central institution responsible for initial and continuous training of the judiciary and prosecution staff in Poland.

The Minister of Justice, by way of regulation, enacts the statutory forms of the National School such as the structure, headquarters, logo and the mode and manner of implementing the training activities. The Minister of Justice also monitors the compliance of the National School's activities with the legal regulations and status.



The seat of the National School of Judiciary and Public Prosecution



The Director of the National School of Judiciary and Public Prosecution – Leszek Pietraszko

The financial resources for the functioning of the National School and the implementation of its statutory tasks are granted from the part of the budget of the state which is under the supervision of the Minister of Justice. The National School shall also achieve its own income and apply for and use the European Union funds in order to finance and realize its tasks.

THE MAIN TASKS OF THE NATIONAL SCHOOL SHALL BE:

- conducting the general initial training, judge's initial training and prosecutor's initial training, whose goal is to prepare the trainees to work as a judge, prosecutor, prosecutor's assessor, judge's assistant, prosecutor's assistant and referendary;
- training and enhancing the professional competence of judges, prosecutors, prosecutor's assessors, court referendaries, judge's assistants, prosecutor's assistants, probation officers and the officials of common courts of law and public prosecutor's offices in order to improve their specialist knowledge, their skills and abilities as well as their professional qualifications.

The crucial activities of research and analysis are also exercised in the National School of Judiciary and Public Prosecution in accordance with its statute. The research and analysis concern:

- the present and future training needs for continuous and initial training of judiciary and prosecution staff as well as methods and forms of their implementation in order to create an optimal training offer suited to participants expectations;
- evaluation of the National School's activities and working on



The Deputy Director for Organizational Affairs, Editor-in-chief of the Quarterly of the National School
– Anna Wdowiarz-Pelc



- new techniques and tools for conducting them;
- determining the competence and qualifications assigned to particular positions in courts and public prosecutor's offices in order to identify the training needs.

Furthermore, the National School runs publishing activity with the Quarterly of the National School among others. The Quarterly of the National School is distributed to courts and prosecutor's offices of appeal all over Poland as well as to the Highest Court, Prosecution General, Supreme Administrative Court and also universities and colleges which conduct training in the legal faculty and other institutions related to the judiciary and prosecution. As far as continuous training is concerned the National School publishes a series titled Methodologies (the Polish title is *Metodyki*). As far as initial training is concerned in 2012 a series titled Trainee's Library (the Polish title is *Biblioteka Aplikanta*) will be started.

In implementing the statutory tasks the National School manages international cooperation and interacts with the basic organizational units of the leading colleges and universities which conduct training in the legal faculty. The National School shall also cooperate with research and development institutions and scientific units of the Polish Academy of Sciences.

THE SCHOOL AUTHORITIES SHALL BE THE PROGRAM BOARD AND THE DIRECTOR.

The Program Board is appointed by the Minister of Justice. The composition of the Program Board includes 15 members: 3 members appointed by the Minister of Justice, 3 members appointed by the National Judicial Council, 3 members appointed by the National Council of Prosecutor's Office, and one member appointed separately by: the First President of the Supreme Court, the President of the Supreme Administrative Court, the President of the Supreme Bar Council, the President of the National Council of Legal Advisers, the President of the National Council of Notaries and one member appointed by the basic organizational units of colleges which conduct training in the legal faculty.

A member of the Program Board can only be a judge, a prosecutor, a person holding the title of professor or a post-doctoral degree in law, a judge or prosecutor at rest. The term of office for members of the Program Board lasts 4 years.

THE PROGRAM BOARD SHALL BE RESPONSIBLE FOR:

- outlining general directions of activity for the National School;
- drafting annual schedules of training activities for the National School;
- passing curricula for initial and continuous legal training;
- expressing opinion on the composition of teams and boards for contests and examinations;
- setting annual publishing targets for the National School;
- passing organizational regulations as well as training activities' regulations for the National School;
- selecting candidates for lecturers for the National School and expressing opinions on them;
- passing an annual report on the activity of the National School presented by the Director of the National School.



The activities of the National School of Judiciary and Public Prosecution are managed and monitored by the Director who shall be appointed by the Minister of Justice with the proper advice of the National Judicial Council and the National Council of Prosecutor's Office for 5 years' term of office. The Director of the National School can only be a judge, prosecutor, a person holding the title of professor or a post-doctoral degree in law, a judge or a prosecutor at rest.

IN PARTICULAR, THE DIRECTOR OF THE NATIONAL SCHOOL SHALL BE RESPONSIBLE FOR:

- outlining regulations for the National School's organizational and training activity;
- directly supervising the organizational units of the National School;
- outlining a detailed curriculum for initial legal training;
- enforcing annual schedules of training activities for the National School;
- performing the tasks related to preparing and holding recruitment processes for general, judge's and prosecutor's initial training as well as to conducting the training and afterwards preparing and holding the examinations for judges and prosecutors.

Each of the Offices and Centers of the National School is managed by deputy directors: the Deputy Director for Organizational Affairs, who manages the Director's Office, the Deputy Director for Initial Training, who manages the Center of Initial Training, the Deputy Director for Continuous Training and International Cooperation, who manages the Center of Continuous Training and International Cooperation, the Deputy Director for Economic and Financial Affairs, who manages the Financial Management Department.



The tasks of the National School are performed by its employees as well as judges and prosecutors commissioned to this institution by the Minister of Justice.

The training courses are conducted by lecturers of the National School, recruited from judges and prosecutors (also at rest), academics and other people who have specialist knowledge in a particular field.

Detailed contact and address data of the National School and its organizational units can be found on the School's website – www.kSSIP.gov.pl. On the website there is also information concerning general initial training, including the program for the trainees, internal legal acts concerning recruitment for general initial training, conducting the train-

ing courses and conducting exams for judges and prosecutors. Moreover, on the website there is information concerning continuous training such as the schedule of training courses and post-graduate and professional studies. There are also resolutions of the Program Board, the chosen regulations of the Director and links to legal acts which regulate the activity of the National School.

Apart from these, a bookmark publications includes an electronic version of the Quarterly of the National School as well as other publications of the National School.



General initial training

The National School of Judiciary and Public Prosecution conducts centralized training of judiciary and prosecution staff – general initial training and specialist training for the future judges and prosecutors.

Preparing the recruitment process for general training, conducting this training as well as the specialist training courses, and also preparing the final examinations for judges and prosecutors belong to the tasks of the Center of Initial Training located in Cracow.

The general initial training lasts 12 months. Afterwards a trainee can apply for continuing initial training during the judge's or prosecutor's initial training course.

First call for general initial training took place in 2009 and there were 300 trainees accepted after passing the entrance exam. The same number of trainees was accepted in 2010. In year 2011 200 trainees were accepted to general initial training (their training was started on 6th February 2012).

The judge's initial training course and the prosecutor's initial training course were launched in February 2011, with the limit of 75 trainees for each course.



The Deputy Director for Initial Training – Rafal Dzyr



Recruitment for general initial training 2011/2012

The judge's initial training course lasts 48 months. Within the frames of this training for 30 months the trainees attend classes in the National School and undergo legal apprenticeship schemes according to the schedule of the training.

In the 30th month of judge's initial training course the trainees take the final examination for judges. Those who pass this examination are sent by the Director of the National School to serve internship as court referendaries. During the internship the trainees receive remuneration which amounts to the lowest basic remuneration of a court referendary.

The prosecutor's initial training lasts 30 months. In the last month of the training the trainees take the final examination for

prosecutors. The Director of the National School prepares the classification list of the trainees who have taken the examination for prosecutors which includes the number of points gained in the exam. The Director submits this list to the Minister of Justice who offers trainees the position of assessor in common public prosecution organizational units or military prosecution organizational units. Assessors of common public prosecution organizational units are appointed by the Prosecutor General and assessors of military prosecution organizational units are appointed by the Supreme Military Prosecutor.

Trainees of the National School attend legal training courses at the National School of Judiciary and Public Prosecution in Cracow. Meanwhile, they shall complete legal apprenticeship in courts, prosecutor's offices and other institutions related to the functioning of the judiciary and public prosecution. The legal training activities take place in professionally prepared, well-equipped classrooms. The classes are conducted with the use of case method (based on discussions of substantial, from the point of view of legal practice, statements of the Supreme Court, European Court of Human Rights and the Court of Justice of the European Union, as well as common courts), workshops, work with cases, simulations of trials and court proceedings as well as lectures.



Activities with trainees

The trainees of general initial training as well as judge's initial training and prosecutor's initial training are given a scholarship. The scholarship for a trainee at general initial training is 3300 PLN a month, and at judge's or prosecutor's initial training it is 3800 PLN.



Criminology Knowledge Competition for trainees
– Cracow, 12-14 June 2012

Continuous training and international cooperation

The statutory tasks of legal continuous training for the judiciary and public prosecution are conducted by the Center of Continuous Training and International Cooperation of the National School, which is located in Lublin. The legal continuous training activities mainly include organizing training courses and other cyclic session for professional development of judges, court referendaries, prosecutors, prosecutor's assessors, judge's and prosecutor's assistants, probation officers and officers of common courts and public prosecutor's offices. They mainly concern the subjects of methods of work, new or problematic legal regulations as well as other issues not directly relating to the law such as interpersonal communication, public presentations, stress and professional burnout, professional ethics and other fields that can be important during the work in the judiciary and public prosecution e.g. medicine, economics, sociology etc.

Besides, the National School organizes postgraduate studies in cooperation with universities as well as scientific and research institutions. They include a wide range of issues of criminal law and procedural law of evidence, civil law, tax law, commercial law, labor law, medical law, family law as well as interpersonal communication and public presentations. The National School also conducts professional training for the officers of common courts and public prosecutor's offices. About 100 students attend various editions of courses of postgraduate and professional studies organized in the National School.



The Deputy Director for Continuous Training and International Cooperation
– Adam Czerwiński

International cooperation is the crucial field of statutory activities of the National School of Judiciary and Public Prosecution. It is realized under the agreements of bilateral as well as multilateral cooperation, which are signed with the authorities of legal training institutions across Europe such as Academy of European Law (ERA), European Institute of Public Administration (EIPA), International Organization for Judicial Training (IOJT) and within the frames of European Judiciary Training Network (EJTN). As for international multilateral cooperation of regional character the National School cooperates within the frames of pro-



The building of the National School in Lublin, the Center of Continuous Training and International Cooperation

gram of the Eastern Partnership with educational institutions of Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Moldova, Ukraine, Russia and the countries from the Visegrad Group.

The National School of Judiciary and Public Prosecution guarantees the participation of Polish judges and prosecutors and other officials of the Polish judiciary in seminars and conferences, training courses and exchange programs organized abroad. Furthermore, the National School shall be responsible for coordination and realization of numerous international meetings and training courses addressed to judges and prosecutors held in Poland. The goal of these events is to improve the knowledge of the European legal instruments, to develop the knowledge of foreign languages as well as to build common trust between judges and prosecutors in Europe.

The International Cooperation Department continuously gathers the materials and documents concerning the process of training the judiciary and prosecution staff in Europe and all over the world as well as experiences with innovative methods of conducting training activities.

Furthermore, the activities aiming at gaining the EU funds for training activity with other educational subjects are undertaken.

Visits of foreign delegations



Use of the european social funds

The EU Social Fund Department realizes the National School's tasks concerning applying for and the effective use of the EU social funds and other grants. Currently, the Department is implementing the following projects:

- "Professional development of the staff of administration of justice" within the frames of Operational Program Human Capital co-financed from the EU Social Fund, Priority V – Good governance;
- "EPM Education in the field of time and cost management in court proceedings – case management" within the frames of Operational Program Human Capital co-financed from the EU Social Fund, Priority V – Good governance, Measure 5.3 "Support for implementation of the Lisbon Strategy".

The project titled “Professional development of the staff of administration of justice” has been implemented since December 2008. The project includes, among others, pilot training activities carried out in the form of postgraduate studies, training courses on selected issues, workshops and courses of specialization, the implementation of which falls within Priority V ‘Good Governance’ of the Operational Program Human Capital. The aim of this project, approved by the European Commission, is to modernize the system of continuous legal training in order to make it correspond better with the daily professional challenges resulting from the growing number and complexity of cases, rising expectations from the public and, furthermore, the growing need for improvement of the efficiency and effectiveness of the judiciary. This objective, according to the contract signed with the implementing institution – the Ministry of Regional Development – must be achieved by creating long-term strategies for training of particular professional groups employed in the judiciary. Directions and priorities of education, in accordance with the provisions of the program, should be based on the identification of key competencies of staff, which is necessary to complete the process of adapting the Polish judiciary to the requirements of European integration and for further improvement of the public services quality. The project should result in creation of a system of lifelong learning objectives understood as a continuous process which encompasses integrated courses covering the national and EU law, knowledge and ability to apply the principles of law, strategies and management techniques to improve the efficiency and effectiveness of the justice system and multi-disciplinary specialist training courses for the systematic improvement of the European powers of judicial staff with special attention to linguistic, social and economic issues. The increase of efficiency of the judiciary in economic matters stands as the main priority of the entire project. According to this priority, also approved by the Ministry of Justice and implemented under the Operational Program Human Capital, economic themes are preferred for training subjects. Thus, the training offer is mainly addressed to judges and prosecutors dealing with economic affairs and interested in their own professional development in this field.

The main objective of the project titled “EPM Education in the field of time and cost management in court proceedings – case management” is to improve the potential of the judiciary through development of communication with the users of the judiciary and to enhance the level of general and professional knowledge and practical skills as far as court and case management are concerned. The detailed objectives are:

- improving the competence of the judiciary and prosecution staff as far as general and specialist knowledge, knowledge management, internal and external communication and PR are concerned;
- popularizing the European standards of the efficiency of proceedings, unity of law and court management;
- adapting the modern management methods from the public sector to the specificity of the judiciary.



Training facilities

The National School has its own training facilities in the headquarters in Cracow as well as in its training centers: Jastrzębia Góra, Świnoujście, Karpacz, Kazimierz Dolny nad Wisłą and Dębe. The training centers are separate, financially independent organizational units, which are to act as individual businesses providing the services relating to accommodation, gastronomy, conferences, meetings, symposia and other group events of educational or representative character.



Dom Aplikanta

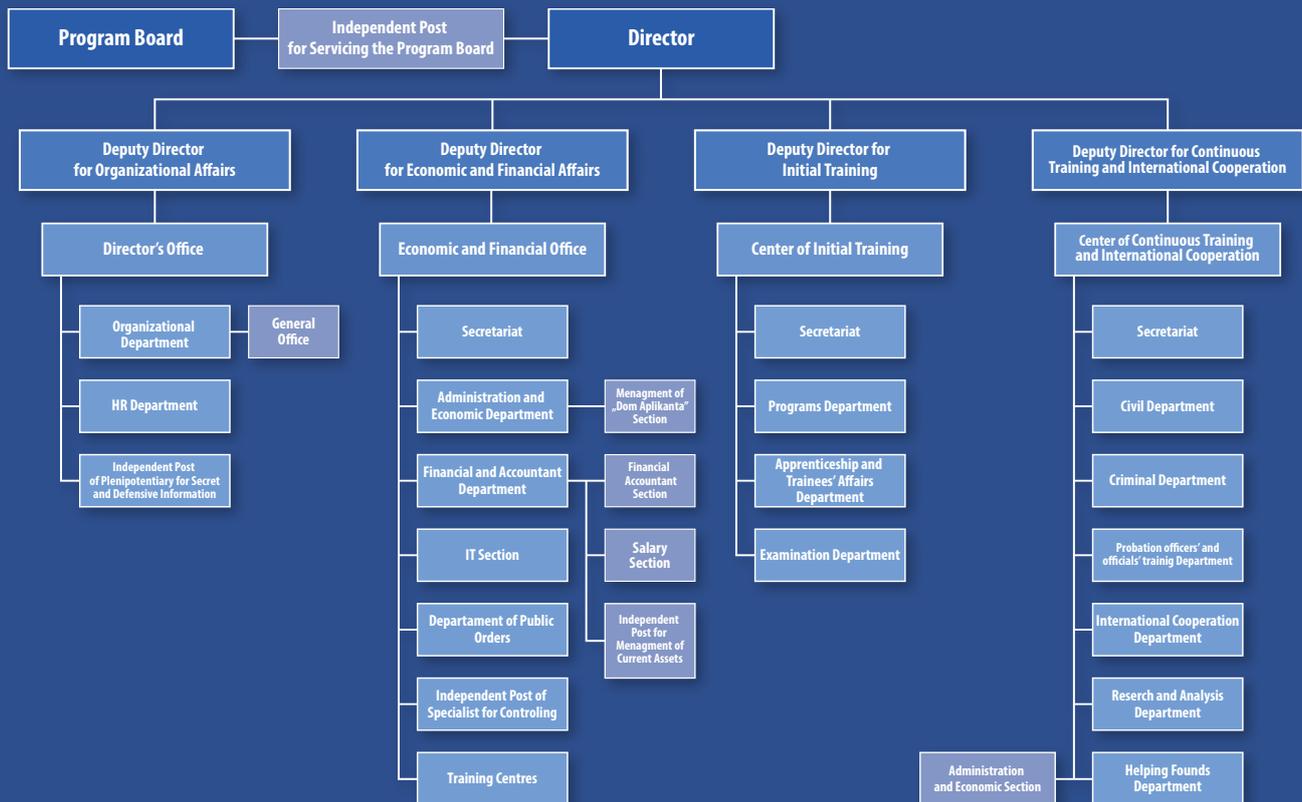
The National School also runs a hotel facility "Dom Aplikanta", situated in the center of Cracow, which has together 176 modern well-equipped rooms that can be used by trainees and participants of the training courses conducted in the School.



Training centers of the National School

The National School of Judiciary and Public Prosecution

Organizational Structure



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