



Lazarski University

HR and Payroll

Study details

Course type: Bachelor's degree

Degree: BA Degree

Study mode: Full time

Duration: 36 Month

Cost of study

Cost : 8 400 PLN

Reg. fee : 85 PLN

Scholarship :

Insurance : N/A PLN

Intake/s

Oct

Requirements

REQUIRED DOCUMENTS:

- A passport-style photo (3.5 x 4.5) uploaded into your personal account.
- Application Form - printed out from candidate's personal account in color and signed with your full name and surname.
- Passport scan – to confirm and verify your personal data.
- Original High School Diploma/Certificate with at least 55% of GPA legalized in the Polish Embassy or apostilled.
- Sworn translation of High School Diploma/Certificate and transcript of grades into Polish language. In case of the Double Degree Program you have to additionally provide sworn translation of your documents into English.
- Eligibility statement or no-objection letter from the Ministry of Education, stating that the obtained High School Diploma/Certificate entitles candidate to continue the higher education in the country where the diploma/certificate was issued (if needed).
- Language certificate proving the level of language of your instruction is at least B2 (or positive result of Skype interview with our lecturer).
- Signed commitment to purchase National Health Fund (NFZ) insurance upon arrival.
- Payment confirmation of application fee and first semester tuition fee**.
- Signed electronic agreement on the conditions of studies.

Accommodation

Provided by partner agencies

278-770 EUR (per month)

Additional information

Programme description

On the specialisation focused on HR and payroll, lecturers will be experienced HR practitioners, including legal advisors, attorneys, labor inspectors and former judges specializing in labor law. Thanks to their extensive theoretical and practical knowledge, you will have the opportunity to learn about real cases and best practices in the field of human resources management, labor law and HR and payroll systems.

The knowledge provided by experts who deal with solving legal problems and optimizing HR processes in organizations on a daily basis guarantees that the classes will not only be up-to-date in terms of content, but also as practical as possible. You will get a unique opportunity for direct dialogue with professionals, which will significantly increase your competence and preparation for your future career.

You will also have the opportunity to participate in development workshops by Iwona Guzowska, multiple world and European champion in kickboxing and professional boxing, mentor and coach.

Applied tools and certificates

After these studies, you will receive certificates confirming the acquired competencies for the professions of human resources specialist (occupation code 242307) and compensation specialist (occupation code 242310).

The certification program (of two professions: human resources specialist and payroll specialist) is regularly updated based on changes in labor law, new trends in human resources management and feedback from graduates and employers, which ensures its relevance and usefulness in the labor market. The certificates obtained can be very helpful in a professional career, as they confirm qualifications and preparation for functions related to human resources management, labor law and social security. They are recognized by employers and the HR industry as evidence of specialized knowledge and skills.

Career Perspectives

Graduates of this specialisation can find employment as:

- human resources specialist,
- payroll specialist,
- human resources manager/consultant,
- payroll manager,
- career counselor,
- job inspector.

Programme benefits

During your studies you will gain knowledge of the following topics:

- prepare and carry out the recruitment process of employees,
- legal aspects of employment contracts and the obligations of employers,
- understand labor laws on employment, including documentation, health and safety training and equal treatment,
- protection of personal data of candidates and employees,
- processes of termination of employment, including collective dismissal, termination, termination by mutual agreement and disciplinary dismissal,
- differences between civil law contracts and employment contracts, including legal, tax and insurance aspects,
- operating HR and payroll software and managing employee information,
- methods and strategies for salary management, including salary structures, bonus systems and allowances,
- tax aspects of salaries, payroll accounting and salary budget management,
- employer's obligations related to the collection of taxes and social security contributions, tax deductions and tax optimization.