

Subject card

Subject name and code	Methodology of creating reports and analysis, PG_00149198						
Field of study	Political Studies						
Date of commencement of studies	October 2025		Academic year of realisation of subject		2027/2028		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study Optional subject group		
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		3.0		
Learning profile	academic		Assessment form		credit		
Conducting unit							
Name and surname of lecturer (lecturers)	Subject supervisor		dr Rafał Raczyński				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	30.0	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		0.0		45.0	75
Subject objectives	Introducing students to the methodology of creating reports and analyses on public affairs.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[POLL3_W08] Has advanced knowledge about democracy, civil society, political culture and the essence of public discourse in historical and contemporary terms.	Student: - understands what reports are and their purpose - knows the principles of creating reports and analyses - is familiar with basic methods and tools of quantitative and qualitative analysis	[SW1] oral statement/ conversation/discussion [SW2] presentation/project/paper/ report [SW5] implementation of a problem task
	[POLL3_W10] Has advanced knowledge of political sciences research methodology and its relations with other disciplines of social sciences and humanities.	Student: - understands what reports are and their purpose - knows the principles of creating reports and analyses - is familiar with basic methods and tools of quantitative and qualitative analysis	[SW1] oral statement/ conversation/discussion [SW2] presentation/project/paper/ report [SW5] implementation of a problem task
	[POLL3_U01] Can correctly interpret and explain the behaviour of individuals and social groups in social life, especially political life.	Student: - can develop a report and analysis - is proficient in using basic tools and research methods employed in creating reports and analyses - evaluates the adequacy of the applied research methods and tools	[SU1] oral statement/conversation/ discussion [SU2] presentation/project/paper/ report [SU5] implementation of a problem task [SU8] observation of student's independent or team work
	[POLL3_K05] Recognises the need to maintain an appropriate ethical attitude in professional work and public activities.	Student: - can critically analyze data and their sources - can draw conclusions based on gathered information	[SK1] oral statement/conversation/ discussion [SK2] presentation/project/paper/ report [SK5] implementation of a problem task [SK8] observation of student's independent or team work
	[POLL3_U13] Can prepare written works on specific issues using sources and theoretical approaches.	Student: - can develop a report and analysis - is proficient in using basic tools and research methods employed in creating reports and analyses - evaluates the adequacy of the applied research methods and tools	[SU1] oral statement/conversation/ discussion [SU2] presentation/project/paper/ report [SU5] implementation of a problem task [SU8] observation of student's independent or team work
	[POLL3_W01] Possesses ordered and systematized knowledge of political sciences and their subdisciplines, as well as their mutual relations. Knows basic terminology in the field of political science and related fields.	Student: - understands what reports are and their purpose - knows the principles of creating reports and analyses - is familiar with basic methods and tools of quantitative and qualitative analysis	[SW1] oral statement/ conversation/discussion [SW2] presentation/project/paper/ report [SW5] implementation of a problem task
	[POLL3_U14] Can prepare oral presentations on specific issues using sources and theoretical approaches.	Student: - can develop a report and analysis - is proficient in using basic tools and research methods employed in creating reports and analyses - evaluates the adequacy of the applied research methods and tools	[SU1] oral statement/conversation/ discussion [SU2] presentation/project/paper/ report [SU5] implementation of a problem task [SU8] observation of student's independent or team work
	[POLL3_K06] Is ready to recognize and respect different points of view determined by different political, cultural and social backgrounds.	Student: - can critically analyze data and their sources - can draw conclusions based on gathered information	[SK1] oral statement/conversation/ discussion [SK2] presentation/project/paper/ report [SK5] implementation of a problem task [SK8] observation of student's independent or team work
	[POLL3_K04] Is prepared to work in public organisations and institutions, including public administration bodies, political parties and other national and international organisations.	Student: - can critically analyze data and their sources - can draw conclusions based on gathered information	[SK1] oral statement/conversation/ discussion [SK2] presentation/project/paper/ report [SK6] demonstration of practical skills [SK8] observation of student's independent or team work
	[POLL3_K08] Thanks to the awareness of the existing relationships between politics and historical, economic, social and cultural phenomena and processes is ready to critically evaluate them.	Student: - can critically analyze data and their sources - can draw conclusions based on gathered information	[SK1] oral statement/conversation/ discussion [SK2] presentation/project/paper/ report [SK5] implementation of a problem task [SK8] observation of student's independent or team work

	Course outcome	Subject outcome	Method of verification
	[POLL3_U08] Can use research methods and techniques to describe and analyse political phenomena.	Student: - can develop a report and analysis - is proficient in using basic tools and research methods employed in creating reports and analyses - evaluates the adequacy of the applied research methods and tools	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report [SU5] implementation of a problem task [SU8] observation of student's independent or team work
	[POLL3_K07] Has a need to supplement, expand and improve acquired knowledge and skills.	Student: - can critically analyze data and their sources - can draw conclusions based on gathered information	[SK1] oral statement/conversation/discussion [SK2] presentation/project/paper/report [SK5] implementation of a problem task [SK8] observation of student's independent or team work
Subject contents	• The role, typology, and functions of think tanks. • What are reports and analyses, and what are they used for? • Basics of creating reports and analyses. • Key components of a report. • Methodology of creating reports and analyses. • Desk research and analysis of existing data. • Selected tools and methods of quantitative and qualitative analysis. • Case study analysis of selected reports.		
Prerequisites and co-requisites	A. Formal Requirements None B. Prerequisites None		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Completion of a final paper - report and its presentation	51.0%	80.0%
	attendance	70.0%	20.0%
Recommended reading	Basic literature	R. A. Dahl, B. Stinebrickner, Współczesna analiza polityczna, Wydawnictwo SCHOLAR, Warszawa 2013. E. Babbie, Badania społeczne w praktyce, PWN, Warszawa 2004. D. Jaruga, Komunikacja sieciowa. Źródła informacji Big Data, Wydawnictwo SBP, Warszawa 2022. M. Makowska (red.), Analiza danych zastanych. Przewodnik dla studentów, Wydawnictwo SCHOLAR, Warszawa 2018. M. Netzley, C. Snow, Pisanie raportów, ABC a Wolters Kluwer business, Warszawa 2009. R. Raczyński (red.), E-migracja. Polska diaspora technologiczna. Raport z badań, MEG, Gdynia 2019. R. Raczyński (red.), E-migracja. Polska diaspora technologiczna. Raport z II edycji badania, MEG, Gdynia 2021	
	Supplementary literature	R. Raczyński, B. Chruścielski, K. Langowska, K. Morawska, S. Tyrakowski, Gdyńska Trójka i co dalej? Emigracyjne plany edukacyjne maturzystów i maturzystek z III LO im. Marynarki Wojennej RP w Gdyni. Raport z badania, MEG, Gdynia 2020. R. Raczyński, B. Chruścielski, S. Tyrakowski, Femigracja. Wysoko wykwalifikowane Polki za granicą. Raport z badania, MEG, Gdynia 2023. W. Ziętara, Think tanki i fundacje polityczne, Wydawnictwo UMCS, Lublin 2017.	
	eResources addresses		
Example issues/ example questions/ tasks being completed			

Work placement	Not applicable
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