

Subject card

Subject name and code	Methodology of creating reports and analysis, PG_00147323						
Field of study	Diplomacy						
Date of commencement of studies	October 2025		Academic year of realisation of subject		2027/2028		
Education level	undergraduate studies		Subject group		Optional subject group Humanistic-social 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		2.0		
Learning profile	academic		Assessment form				
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	15.0	0.0	0.0	0.0	15
	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	15		0.0		35.0	50
Subject objectives	Introducing students to the methodology of creating reports and analyses on public affairs.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[DYPL3_W15] Has advanced knowledge of the political organization of societies, processes of change, and relationships and ties at the local, regional and global levels	The student: - understands what reports are and their purposes, - knows the principles of creating reports and analyses, - is familiar with basic methods and tools for quantitative and qualitative analysis	[SW1] oral statement/ conversation/discussion [SW2] presentation/project/paper/ report [SW5] implementation of a problem task
	[DYPL3_W02] Has advanced and structured knowledge within the scope of the selected module (specialization) in the field of diplomacy, thanks to which he/she has advanced knowledge of various types of social, political, legal and economic structures and institutions whose tasks relate to diplomacy.	The student: - understands what reports are and their purposes, - knows the principles of creating reports and analyses, - is familiar with basic methods and tools for quantitative and qualitative analysis.	[SW1] oral statement/ conversation/discussion [SW2] presentation/project/paper/ report [SW5] implementation of a problem task
	[DYPL3_W03] Has advanced knowledge of the social, political and cultural ties between people, structures and institutions functioning in politics and diplomacy.	The student: - understands what reports are and their purposes, - knows the principles of creating reports and analyses, - is familiar with basic methods and tools for quantitative and qualitative analysis	[SW1] oral statement/ conversation/discussion [SW2] presentation/project/paper/ report [SW5] implementation of a problem task
	[DYPL3_W04] Has advanced knowledge of the role of a human being as an entity constructing social structures and institutions operating in politics and diplomacy.	The student: - understands what reports are and their purposes, - knows the principles of creating reports and analyses, - is familiar with basic methods and tools for quantitative and qualitative analysis	[SW1] oral statement/ conversation/discussion [SW2] presentation/project/paper/ report [SW5] implementation of a problem task
	[DYPL3_W06] Knows the methods, techniques and tools for obtaining data specific to political science, which allow for the description of the entities and social relations studied.	The student: - understands what reports are and their purposes, - knows the principles of creating reports and analyses, - is familiar with basic methods and tools for quantitative and qualitative analysis	[SW1] oral statement/ conversation/discussion [SW2] presentation/project/paper/ report [SW5] implementation of a problem task
	[DYPL3_W08] Has advanced knowledge of changes taking place in social structures and their consequences in the sphere of politics and diplomacy.	The student: - understands what reports are and their purposes, - knows the principles of creating reports and analyses, - is familiar with basic methods and tools for quantitative and qualitative analysis	[SW1] oral statement/ conversation/discussion [SW2] presentation/project/paper/ report [SW5] implementation of a problem task
	[DYPL3_U04] Has skills in forecasting processes and phenomena, including threats, using various research methods and techniques.	The student: is able to develop a report and analysis, can use basic research tools and methods employed in creating reports and analyses, evaluates the appropriateness 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
	[DYPL3_U01] Is able to correctly interpret and explain the behaviour of individuals and social groups in social life, especially political life relating to diplomacy.	The student: is able to develop a report and analysis, can use basic research tools and methods employed in creating reports and analyses, evaluates the appropriateness 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
	[DYPL3_U02] Can analyse and explain processes and phenomena occurring in diplomacy using theoretical knowledge.	The student: is able to develop a report and analysis, can use basic research tools and methods employed in creating reports and analyses, evaluates the appropriateness 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

	Course outcome	Subject outcome	Method of verification
	[DYPL3_K03] Is able to cooperate and properly indicate priorities for the implementation of a specific task.	The student: - is able to critically analyze data and their sources, - can draw conclusions based on the collected 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
	[DYPL3_K04] Is prepared to correctly identify and solve problems in professional work.	The student: - is able to critically analyze data and their sources, - can draw conclusions based on the collected 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
	[DYPL3_U06] Can analyse basic solutions for problems in the field of diplomacy.	The student: is able to develop a report and analysis, can use basic research tools and methods employed in creating reports and analyses, evaluates the appropriateness 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
Subject contents	Role, typology, and functions of think tanks. What are reports and analyses and what are they used for? Fundamentals 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. Analysis of case studies 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 coursework - 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	Adresy na platformie eNauczanie:
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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