

**Subject card**

<b>Subject name and code</b>	Methodology of creating reports and analysis, PG_00203964						
<b>Field of study</b>	Diplomacy						
<b>Date of commencement of studies</b>	October 2026	<b>Academic year of realisation of subject</b>			2028/2029		
<b>Education level</b>	Bachelor's studies	<b>Subject group</b>			Obligatory subject group in the field of study Optional subject group Subject group related to scientific research in the field of study		
<b>Mode of study</b>	full-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	3	<b>Language of instruction</b>			Polish		
<b>Semester of study</b>	6	<b>ECTS credits</b>			2.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>			credit		
<b>Conducting unit</b>							
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		dr Rafał Raczyński				
	<b>Teachers</b>						
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	0.0	15.0	0.0	0.0	0.0	15
	E-learning hours included: 0.0						
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	<b>Number of study hours</b>	15		2.0		33.0	50
<b>Subject objectives</b>	Introducing students to the methodology of creating reports and analyses on public affairs.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[DYPL3_K04] Is prepared to 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_K03] Can collaborate effectively in a team and set priorities for the completion of specific tasks.	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_W08] Has advanced knowledge of the political organization of societies, the processes of social, political and economic transformation, and changes taking place in social structures and their consequences for relationships, ties and actions undertaken in politics and diplomacy 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_W15] Has advanced knowledge of the diversity of political systems and of the geopolitical conditions and interests of international actors that determine political relations and diplomatic practice in the regional and global dimension.	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] Has advanced knowledge of the methods, techniques, and research tools in political science, enabling the analysis of actors, relationships, institutional structures, processes, and phenomena occurring at the national and international level.	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] Can forecast processes and phenomena, including identifying potential risks, 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_U06] Can analyse and propose solutions to typical problems occurring 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
	[DYPL3_W02] Has knowledge in a selected area of diplomacy, encompassing various types of social, political, legal, and economic structures and institutions relevant to diplomatic activities.	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

Subject contents	<p>Role, typology, and functions of think tanks.</p> <p>What are reports and analyses and what are they used for?</p> <p>Fundamentals of creating reports and analyses.</p> <p>Key components of a report.</p> <p>Methodology of creating reports and analyses.</p> <p>Desk research and analysis of existing data.</p> <p>Selected tools and methods of quantitative and qualitative analysis.</p> <p>Analysis of case studies of selected reports.</p>											
Prerequisites and co-requisites	<p>A. Formal requirements</p> <p>None</p> <p>B. Prerequisites</p> <p>None</p>											
Assessment methods and criteria	<table border="1" data-bbox="448 1032 1477 1160"> <thead> <tr> <th data-bbox="448 1032 794 1066">Subject passing criteria</th> <th data-bbox="794 1032 1141 1066">Passing threshold</th> <th data-bbox="1141 1032 1477 1066">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 1066 794 1122">Completion of coursework - report and its presentation</td> <td data-bbox="794 1066 1141 1122">51.0%</td> <td data-bbox="1141 1066 1477 1122">80.0%</td> </tr> <tr> <td data-bbox="448 1122 794 1160">attendance</td> <td data-bbox="794 1122 1141 1160">70.0%</td> <td data-bbox="1141 1122 1477 1160">20.0%</td> </tr> </tbody> </table>			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%
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	<p>R. A. Dahl, B. Stinebrickner, Współczesna analiza polityczna, Wydawnictwo SCHOLAR, Warszawa 2013.</p> <p>E. Babbie, Badania społeczne w praktyce, PWN, Warszawa 2004.</p> <p>D. Jaruga, Komunikacja sieciowa. Źródła informacji Big Data, Wydawnictwo SBP, Warszawa 2022.</p> <p>M. Makowska (red.), Analiza danych zastanych. Przewodnik dla studentów, Wydawnictwo SCHOLAR, Warszawa 2018.</p> <p>M. Netzley, C. Snow, Pisanie raportów, ABC a Wolters Kluwer business, Warszawa 2009.</p> <p>R. Raczyński (red.), E-migracja. Polska diaspora technologiczna. Raport z badań, MEG, Gdynia 2019.</p> <p>R. Raczyński (red.), E-migracja. Polska diaspora technologiczna. Raport z II edycji badania, MEG, Gdynia 2021</p>										
	Supplementary literature	<p>R. Raczyński, B. Chruścielski, K. Langowska, K. Morawska, S. Tyrakowski, Gdynska 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.</p> <p>R. Raczyński, B. Chruścielski, S. Tyrakowski, Femigracja. Wysoko wykwalifikowane Polki za granicą. Raport z badania, MEG, Gdynia 2023.</p> <p>W. Ziętara, Think tanki i fundacje polityczne, Wydawnictwo UMCS, Lublin 2017.</p>										
	eResources addresses											
Example issues/ example questions/ tasks being completed												
Work placement	Not applicable											

Document generated electronically. Does not require a seal or signature.