

Subject card

Subject name and code	Methodology of creating reports and analysis, PG_00203964						
Field of study	Diplomacy						
Date of commencement of studies	October 2027		Academic year of realisation of subject			2029/2030	
Education level	Bachelor's studies		Subject group			Obligatory subject group in the field of study Optional subject group Subject group related to scientific research in the field of study	
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			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	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		2.0		33.0	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_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_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_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
	[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_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

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
	attendance	70.0%	20.0%
	Completion of coursework - report and its presentation	51.0%	80.0%
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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