

**DESCRIPTION OF THE COURSE OF STUDY  
FOR EXCHANGE STUDENTS**

<b>Kod przedmiotu</b>	0413.3ZARZ2.E1.SEM	
<b>Name of the course in</b>	English	<i>Diploma seminar</i> Seminarium magisterskie
	Polish	

**1. LOCATION OF THE COURSE OF STUDY WITHIN THE SYSTEM OF STUDIES**

<b>1.1. Field of studies</b>	Management
<b>1.2. Form of studies</b>	Full Time / Part Time
<b>1.3. Level of studies</b>	II degree (Master Degree)
<b>1.4. Profile of studies</b>	Academic
<b>1.5. Person responsible for the card</b>	Prof Anna Wójcik - Karpacz, PhD
<b>1.6. Kontakt</b>	anna.wojcik-karpacz@ujk.edu.pl

**2. GENERAL CHARACTERISTICS OF THE COURSE OF STUDY**

<b>2.1. Language</b>	English, Polish
<b>2.2. Prerequisites</b>	Research methodology in management and quality sciences II

**3. DETAILED CHARACTERISTICS OF THE COURSE OF STUDY**

<b>3.1. Form of classes</b>	practical classes, e-learning	
<b>3.2. Place of classes</b>	practical classes at University, e-learning – educational platform	
<b>3.3. Form of assessment</b>	practical classes: graded credit, e-learning - approval	
<b>3.4. Didactic methods</b>	Classes: searching methods (independent learning): classical problem method, didactic discussion; exposing method: multimedia presentation.	
<b>3.5. Literature</b>	<b>Basic</b>	<ol style="list-style-type: none"> <li>1. Zenderowski R., Praca magisterska. Licencjat. Przewodnik po metodologii pisanie i obrony pracy dyplomowej, Wydanie XI, CeDeWu, Warszawa 2022.</li> <li>2. Lenart-Gansiniec R., Systematyczny przegląd literatury w naukach społecznych: przewodnik dla studentów, doktorantów i nie tylko, Wydawnictwo Naukowe SCHOLAR, Warszawa 2021.</li> <li>3. Apanowicz J., Zarys metodologii prac dyplomowych i magisterskich z organizacji i zarządzania, Wyższa Szkoła Administracji i Biznesu, <a href="https://wsaib.pl/images/files/E-Publikacje/ZMPDzOiZ.pdf">https://wsaib.pl/images/files/E-Publikacje/ZMPDzOiZ.pdf</a>.</li> <li>4. Gambarelli G., Łucki Z., Praca dyplomowa i doktorska (Miękkka), Wydanie 2, Wydawca: CeDeWu, Warszawa 2017.</li> </ol>
	<b>Additional</b>	<ol style="list-style-type: none"> <li>1. Pułło A., Prace magisterskie i licencjackie: wskazówki dla studentów, Wydaw. Prawnicze LexisNexis, Warszawa 2006.</li> <li>2. Bielec E., Bielec J., Podręcznik pisanie prac albo Technika pisanie po polsku, Wydanie 2, EJB Arkadiusz Wingert, Kraków 2004.</li> <li>3. Saunders M., Lewis P., Thornhill A., Research methods for business students, Fourth Edition, Prentice Hall, Pearson Education, <a href="https://www.google.com/search?client=safari&amp;rls=en&amp;sxsrf=APq-WBsfi8o7Mu7fh12nnCIxf37UjOXt0A%3A1649405714963&amp;lei=Eu9PYuS_OpCt rgSzsZKABQ&amp;q=saunders%20et%20al%2C%202016%20research%20methods%20pdf&amp;ved=2ahUKEwjkkOyNg4T3AhWQlosKHbOYBFAQsKwBKAF6BAgwEAI">https://www.google.com/search?client=safari&amp;rls=en&amp;sxsrf=APq-WBsfi8o7Mu7fh12nnCIxf37UjOXt0A%3A1649405714963&amp;lei=Eu9PYuS_OpCt rgSzsZKABQ&amp;q=saunders%20et%20al%2C%202016%20research%20methods%20pdf&amp;ved=2ahUKEwjkkOyNg4T3AhWQlosKHbOYBFAQsKwBKAF6BAgwEAI</a>.</li> </ol>

**4. OBJECTIVES, SYLLABUS CONTENT**

<p><b>4.1. Subject objectives</b></p> <p><b>Practical classes and e-learning:</b></p> <p><b>C1. Knowledge</b> – the student has knowledge of the methodology of writing a master's thesis to the extent necessary to prepare and defend a master's thesis.</p> <p><b>C2. Skills</b> – can write a master's thesis on a given topic and independently develop and present research results.</p> <p><b>C3. Social competences</b> – can obtain information necessary to analyze social phenomena and interpret them.</p>
<p><b>4.2. Detailed syllabus</b></p> <p><b>Classes:</b></p> <ol style="list-style-type: none"> <li>1. Discussion of selected issues within the scope of the seminar.</li> <li>2. Formal and substantive requirements for master's theses.</li> <li>3. The issue of plagiarism and copyright protection.</li> </ol>

4. Rules for choosing the topic of the master's thesis.
5. Determination of the subject and title of the master's thesis.
6. Selection of literature for the master's thesis.
7. Discussion on the issues covered by the subject of the master's thesis.
8. Construction of master's thesis plans and their analysis.
9. Justification of the cognitive and practical significance of the master's thesis topic.
10. Indication of the research problem, the purpose of the work, the subject of research and their time and spatial scope.
11. Determination of the theoretical framework of research, and in particular, an indication of the theory within which research will be conducted.
12. Defining the basic concepts adopted in the master's thesis.
13. Analysis of the work's introduction in terms of the principles of constructing the introduction.
14. Analysis of individual chapters of the master's thesis.
15. Preparation of the theoretical part of the master's thesis.
16. Discussion on further issues covered by the subject of the master's thesis.
17. Determining the issues of own research, taking into account the research questions and research hypotheses.
18. Selection of research methods and techniques.
19. Selection and construction of research tools.
20. Determination of the research sample.
21. Collecting research material.
22. Development of research materials. Verification of research hypotheses. Answering questions research.
23. Specifying conclusions.
24. Preparation of bibliography and annexes.
25. Discussion of the final version of the master's thesis.
26. Preparation for the MA exam.

#### **E-learning:**

1. Technique of writing a thesis - the structure of the master's thesis.
2. Structure of the master's thesis: title page, table of contents, information on abbreviations, introduction, chapter titles, subchapter titles, conclusion, information on sources and studies (bibliography), list of non-textual elements contained in the text of the thesis (e.g. list of tables), annex (attachments).
4. Principles of constructing the introduction: general introduction to the problem area of the work, concise presentation of previous research and their results regarding the undertaken issues, detailed presentation of one's own research problem (motives and reasons for undertaking a given topic, research problem, purpose of the work), scope of work.
5. (subjective, material, spatial, temporal), methods, techniques and research tools, work structure.
6. Principles of constructing the ending.
7. Chapter layout.
8. Working style.
9. Work and text layout: margins, line spacing, font, numbering, justification, footnote references, footnotes, paragraphs, highlighting in the text and individual parts of the text, enumerations, quotations and ways of quoting, graphic presentations, bibliography, annex (attachments).
10. Development of a bibliography.
11. The technique of writing master's theses - technical development of the main thesis material.
12. Rules of the Uniform Anti-Plagiarism System (JSA) - copyright.

#### **4.3. Subjects' learning outcomes**

<b>LO</b>	<b>A student who has passed a subject</b>	<b>Reference to directional learning outcomes</b>
<b>In terms of KNOWLEDGE:</b>		
W01	has knowledge of the process of creating a master's thesis in the discipline of management and quality science, in which the subject of the completed work is embedded. He knows current scientific research in his field of interest and applies theoretical knowledge to analyze phenomena in various areas of the organization's activity, critically selecting methods of analysis and formulating his own opinions.	ZARZ2A_W03
W02	has knowledge of the possibilities of using IT tools for collecting and presenting the results of his own research and developing the technical and visual side of the work	ZARZ2A_W17
<b>in terms of SKILLS:</b>		
U01	searches for, collects and uses sources of scientific information in the field of issues defined by the title of the master's thesis. Has the ability to independently create a scientific text on a specific topic, referring to literature findings. Creates a structurally and substantively coherent master's thesis	ZARZ2A_U12
U02	Collects and processes research materials and interprets the results of empirical research	ZARZ2A_U19
U03	Prepares and conducts research using research methods, techniques and tools	ZARZ2A_U05
<b>In terms of SOCIAL COMPETENCES:</b>		

K01	enriches knowledge and raises the level of skills in order to write a master's thesis. Is aware of copyright protection and proper documentation of someone else's intellectual achievements when creating a scientific text.	ZARZ2A_K05
K02	Has the ability to provide constructive feedback	ZARZ2A_K02

Ways of verifying the achievement of the learning outcomes in question																		
Learning outcome	Way of verifying (+/-)																	
	Own work			Project			Case study			Presentation			Activity during classes			Team work		
	Form of classes			Form of classes			Form of classes			Form of classes			Form of classes			Form of classes		
	W	C	e-learning	W	C	.	W	C	.	W	C	...	W	C	...	W	C	...
W01		+																
W02		+	+															
U01		+	+															
U02		+																
U02		+																
K01		+	+															
K02		+																

#### 4.5. Criteria for assessing the degree of achievement of learning outcomes

Form of classes	Grade	Assessment criteria
Practical classes	3	Achieve between 50% and 60% of the required progress in the preparation of the thesis, defined in a given semester.
	3,5	Achieve between 61% and 70% of the required progress in the preparation of the thesis, defined in a given semester
	4	Achieve between 71% and 80% of the required progress in the preparation of the thesis, defined in a given semester
	4,5	Achieve between 81% and 90% of the required progress in the preparation of the thesis, defined in a given semester
	5	Achieve between 91% and 100% of the required progress in the preparation of the thesis, defined in a given semester
E-learning	Passed	I semester: plan of diploma thesis
	Passed	II semester: Developing fragments of the diploma thesis in accordance with the known editorial rules.
	passed	III semester: Development of fragments of the diploma thesis, including the bibliography

#### 4. ECTS POINTS BALANCE - STUDENT WORKLOAD

Category	Student workload	
	Full time studies*	Part time studies*
<i>NUMBER OF HOURS IMPLEMENTED WITH DIRECT PARTICIPATION OF THE TEACHER /CONTACT HOURS/</i>	<b>95</b>	<b>65</b>
<i>Participation in practical classes</i>	60	60
<i>E-learning</i>	30	0
<i>Consultancy</i>	4	4
<i>Participation in MA exam</i>	1	1
<i>STUDENT'S INDEPENDENT WORK /NON-CONTACT HOURS/</i>	<b>405</b>	<b>435</b>
<i>Preparation materials to the diploma thesis</i>	105	105
<i>Preparation for seminar</i>	100	130
<i>Writing diploma thesis</i>	200	200
<b>TOTAL HOURS</b>	<b>500</b>	<b>500</b>
<b>ECTS Credits</b>	<b>20</b>	<b>20</b>