#### card of course

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| Subject name | Seminar and preparation of the diploma thesis part 1 |

1. The placement of the subject in the study system

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| 1.1. Field of study | Management |
| 1.2. Form and path of study | Full-time/Part-time |
| 1.3. Level of education | First-cycle studies |
| 1.4. Study profile | Practical |

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| 1. 5. Specialty | - |
| 1.6. Subject Coordinator | Dr hab. Mariya Fleychuk; mgr Michał Furmanek |

2. General characteristics of the subject

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| 2.1. Belonging to a subject group | Directional |
| 2.2. Number of ECTS | 6 |
| 2.3. Language of lectures | Polish |
| 2.4. Semesters in which the subject is taught | V |
| 2.5.Criteria for selecting course participants | - |

1. Learning outcomes and course delivery
   1. Subject Objectives

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| No. | Subject Objectives |
|
| C1 | Providing students with knowledge about the principles of writing a diploma thesis |
| C2 | Defining the concept, scope, topic, bibliography and plan of the thesis. Searching for literature and source materials. |
| C3 | Discussion of the issue of originality of work and the consequences of proving plagiarism. |
| C4 | Theoretical preparation of the student for the development of a diploma project, consisting in the development of an individual topic that is the subject of the work. |
| C5 | Familiarization with the research methodology specific to management sciences and the secrets of writing diploma theses |

* 1. Subject-specific learning outcomes, divided into knowledge , skills and competences , with reference to the directional learning outcomes

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| No. | Description of subject  learning outcomes | Reference to  directional effects  learning (symbols) | Method of implementation (mark "X") | | | |
| ST | | NST | |
| Classes at the University | Activities on  the platform | Classes at the University | Activities on  the platform |
| After passing the course, the student knows and understands **the knowledge** | | | | | | |
| W1 | The student has advanced knowledge in the field of management, thematically related to the diploma thesis being prepared. | Z1\_W01  Z1\_W08  Z1\_W09  Z1\_W14 | X |  |  | X |
| W2 | The student knows the rules on the protection of intellectual property and copyright, understands the consequences of plagiarism | X |  |  | X |
| W3 | Has knowledge of the formal requirements related to the preparation of a diploma thesis | X |  |  | X |
| W4 | Knows the principles of collecting information and its interpretation in the preparation of the work concept and the principles of searching for information, as well as using sources of knowledge | X |  |  | X |
| W5 | The student knows the basic research methods used in management sciences and in various areas of the company's activity and the possibility of using them in the diploma thesis. | X |  |  | X |
| After passing the course, the student is **able** to: | | | | | | |
| U1 | The student is able to use and argue his/her theoretical knowledge in the field of management in preparing the concept of a diploma thesis. | Z1\_U04  Z1\_U10  Z1\_U11  Z1\_U13  Z1\_U15  Z1\_U17  Z1\_U19 | X |  |  | X |
| U2 | The student is able to find information in the available subject literature necessary to prepare a diploma thesis on a specific topic. | X |  |  | X |
| U3 | Is able to prepare individual elements of a diploma thesis in accordance with specific formal requirements | X |  |  | X |
| U4 | Is able to organize work taking into account all phases of work on the concept, plan individual stages of the process of writing a diploma thesis | X |  |  | X |
| After completing the course, the student is ready to take part in **social competences.** | | | | | | |
| K1 | The student is ready to critically evaluate his/her results in the field of work on a multi-particle task. | Z1\_K01  Z1\_K03 | X |  |  | X |
| K2 | In case of difficulties, the student is able to contact the thesis supervisor or a specialist in a given field. | X |  |  | X |

3.3. Forms of teaching and their number of hours - Full-time studies (ST), Part-time studies (NST)

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| Path | Lecture | Exercises | Design | Workshop | Laboratory | Seminar | Lecturer | Classes conducted using distance learning methods and techniques in the form of ………………. | Other | **ECTS points** |
| **ST** |  |  |  |  |  | 15 |  |  |  | 6 |
| **NST** |  |  |  |  |  | 15 |  |  |  | 6 |

3.4. Content of education (separately for each form of classes: (W, ĆW, PROJ, WAR, LAB, LEK, OTHER). It should be marked (X) how the given content will be implemented (classes at the university or classes on the e-learning platform conducted using distance learning methods and techniques)

TYPE OF CLASS: SEMINAR

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| No. | Content of the course | Reference to subject-specific learning outcomes | Method of implementation (mark "X") | | | |
| ST | | NST | |
| **Classes at the University** | **Activities on  the platform** | **Classes at the University** | **Activities on  the platform** |
| 1. | Formal rules for preparing a diploma thesis. | W2, W3 | X |  |  | X |
| 2. | Familiarization with the documents necessary to prepare a diploma thesis. | W2, W3 | X |  |  | X |
| 3. | Seminar work schedule and rules for the defense of the thesis | W2 | X |  |  | X |
| 4. | Individual consultations in choosing a topic and determining the scope of the diploma thesis. | W1, U1, U2, U3, U4, K1, K2 | X |  |  | X |
| 5. | Defining the purpose of the work, formulating the research problem, selecting appropriate research methods | W1, W4, W5, U1, U2, U4, K1, K2 | X |  |  | X |
| 6. | Scientific inquiry. Development of the work concept. | W1, W4, W5, U1, U2, U3, U4, K1, K2 | X |  |  | X |
| 6. | Summary and discussion of achievements in the development of the diploma thesis |  | X |  |  | X |

3.5. Methods of verifying learning outcomes (indication and description of methods of conducting classes and verification of achievement of learning outcomes and method of documentation)

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| Subject Effects | Teaching methods | Methods of verifying learning outcomes | Documentation methods |
| KNOWLEDGE | | | |
| W1-W5 | Seminar with discussion (discussing the process of preparing a thesis), selecting a thesis topic, preparing a work plan, writing and editing the thesis | Thesis topic approved by the Quality Team.  Preparation of a thesis plan and bibliography appropriate to the approved thesis topic. | A document containing the topic of the work, work plan and bibliography. |
| SKILLS | | | |
| U1-U4 | Seminar with discussion (discussion of the process of preparing a thesis), selection of a thesis topic, preparation of a thesis plan, writing and editing the thesis | Thesis topic approved by the Quality Team.  Preparation of a thesis plan and bibliography appropriate to the approved thesis topic. | A document containing the topic of the work, the work plan and the bibliography. |
| SOCIAL COMPETENCES | | | |
| K1-K2 | Seminar with discussion (discussion of the process of preparing a thesis), selection of a thesis topic, preparation of a thesis plan, writing and editing the thesis | Thesis topic approved by the Quality Team.  Preparation of a thesis plan and bibliography appropriate to the approved thesis topic. | A document containing the topic of the work, the work plan and the bibliography. |

3.6. Assessment criteria for the achieved learning outcomes

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| Learning effect | For a grade of 3 or "pass."  the student knows and understands/is able to/is ready to | For a grade of 3.5, the student knows and understands/is able to/is ready to | For a grade of 4, the student knows and understands/is able to/is ready to | For a grade of 4.5, the student knows and understands/is able to/is ready to | For a grade of 5, the student knows and understands/is able to/is ready to |
| W | 51-60% of knowledge indicated in learning outcomes | 61-70% of knowledge indicated in learning outcomes | 71-80% of knowledge indicated in learning outcomes | 81-90% of knowledge indicated in learning outcomes | 91-100% of knowledge indicated in learning outcomes |
| U | 51-60% of skills indicated in learning outcomes | 61-70% of skills indicated in learning outcomes | 71-80% of skills indicated in learning outcomes | 81-90% of skills indicated in learning outcomes | 91-100% of skills indicated in learning outcomes |
| K | 51-60% of skills indicated in learning outcomes | 61-70% of skills indicated in learning outcomes | 71-80% of skills indicated in learning outcomes | 81-90% of skills indicated in learning outcomes | 91-100% of skills indicated in learning outcomes |

3.7. Literature

Literature appropriate to the topic of a given bachelor's thesis.

4. Student workload - ECTS points balance

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| **Types of student activity** | **Student Load** | |
| **ST** | **NST** |
| **Classes requiring direct contact between the student and the academic teacher at the university premises** | **15** | **15** |
| Classes included in the study plan | 15 | 15 |
| **Student's own work** | **135** | **135** |
| Ongoing preparation for classes, preparation of project work/presentations/etc. | 75 | 75 |
| Preparation for passing classes | 60 | 60 |
| **TOTAL STUDENT HOURLY LOAD** | **150** | **150** |
| **Number of ECTS points** | **6** | **6** |

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| Last change date | 30/09/2024 |
| The changes were introduced | ZAZ Education Quality Team |
| The changes were approved | Mgr Anna Bielak |