



COURSE SPECIFICATION

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|--------------------------|-------------------------------|-------------------|
| Course code | full-time studies | Z-ZB-E-505 |
| | part-time studies | - |
| Course title in English | Diploma seminar I | |
| Course title in Polish | Seminarium dyplomowe I | |
| Valid from academic year | 2025/2026 | |

PLACEMENT IN THE TEACHING PROGRAM

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| Programme of study | BUSINESS MANAGMENT |
| Level of education | 1st degree |
| Studies profile | academic |
| Form and mode of study | full-time programme |
| Scope | all |
| Academic unit responsible for the course | Department of Management and Organization |
| Course coordinator | dr hab. Marianna Kotowska-Jelonek, prof. uczelni |
| Approved by | dr hab. inż. Dariusz Bojczuk, prof. uczelni |

GENERAL CHARACTERISTIC OF THE COURSE

| | | |
|-------------------------|-------------------|----------------------------|
| Teaching block | | Directional subject |
| Course status | | Obligatory |
| Language of instruction | | English |
| Semester of delivery | full-time studies | Semester V |
| | part-time-studies | - |
| Prerequisites | | NO |
| Exam (YES/NO) | | NO |
| ECTS | | 1 |

| Method of conducting classes | | lecture | classes | laboratory | project | other |
|-------------------------------------|-----------|---------|---------|------------|---------|-----------|
| Number of hours per semester | full-time | | | | | 15 |
| | part-time | | | | | |



LEARNING OUTCOMES

| Category | Outcome code | Course learning outcomes | Reference to the directional learning effect |
|--------------------|--------------|---|---|
| Knowledge | W01 | Student has knowledge of research problems in the area of business management, which are the subject of research related to the preparation of a bachelor's thesis. Has knowledge of the research procedure enabling the conduct of own research related to the preparation of a thesis. | ZB1_W01 ZB1_W03 ZB1_W06 ZB1_W07 ZB1_W11 |
| | W02 | Student knows the formal and substantive requirements for bachelor's theses. Knows the principles of structuring a thesis. | ZB1_W11 |
| | W03 | Student has knowledge of methods and means of searching, collecting and selecting sources of knowledge and their critical analysis. | ZB1_W11 |
| Skills | U01 | Student is able to develop a concept of a research procedure for an issue that is the subject of research related to the preparation of a diploma thesis, identify and solve research problems related to his/her own research task in order to properly conduct the research and prepare the diploma thesis. | ZB1_U01 ZB1_U02 ZB1_U13 |
| | U02 | Student is able to independently search, study and critically evaluate the literature on the subject necessary to prepare a diploma thesis. | ZB1_U02 |
| | U03 | Student is able to publicly present the concept of his/her own research, taking into account the requirements for the necessary synthesis of information. | ZB1_U13 |
| Social competences | K01 | Student understands the importance of the ability to solve research problems related to the preparation of diploma theses and the need to improve skills and supplement knowledge regarding research methodology. | ZB1_K01 ZB1_K02 |
| | K02 | Student is aware of the need to comply with ethical, moral and legal standards regarding the use and documentation of other people's intellectual achievements when conducting research related to the preparation of a diploma thesis and regarding the protection of copyright. | ZB1_K06 ZB1_K07 |

COURSE CONTENT

| Method of conducting classes | Course content |
|------------------------------|----------------|
|------------------------------|----------------|



| | |
|---------------------------|--|
| other (seminar) | <p>. Formal and substantive requirements for diploma theses, resulting from the applicable nationwide, university and faculty legal regulations, with particular emphasis on the bachelor's diploma thesis.</p> <p>2. Discussion on the topics of the works, formulated goals and identification of the scope of research, resulting from p. III Tasks for the diploma thesis.</p> <p>3. Sources of knowledge - essence, types, principles of searching and selection.</p> <p>4. Principles of critical evaluation of the literature on the subject and their selection from the point of view of their usefulness for own research.</p> <p>5. Citations and methods of citing source materials.</p> <p>6. The issue of plagiarism and copyright protection.</p> <p>7. Principles of developing a preliminary concept of own research, taking into account the specificity of the research topic - formulating research questions, possible theses and research hypotheses, proposed research methods.</p> <p>8. Principles of building the structure of the diploma thesis.</p> <p>9. Initial concept of own research and the structure of the students' diploma thesis</p> |
|---------------------------|--|

METHODS FOR VERIFYING LEARNING OUTCOMES

| Outcome code | Learning outcomes verification methods | | | | | |
|--------------|--|---------------------|------|---------|--------|-------|
| | Oral examination | Written examination | Test | Project | Report | Other |
| W01 | | | | | | X |
| W02 | | | | | | X |
| W03 | | | | | | X |
| U01 | | | | | | X |
| U02 | | | | | | X |
| U03 | | | | | | X |
| K01 | | | | | | X |
| K02 | | | | | | X |

FORM AND CONDITIONS OF ASSESSMENT

| Form of classes | Assessment type | Assessment Criteria |
|---------------------------|-------------------|---|
| other (seminar) | Credit with grade | <p>Participation in the seminar in accordance with the requirements resulting from the Study Regulations.</p> <p>A positive grade for three presentations at the seminar concerning:</p> <p>1 - presentation of the Tasks for the diploma thesis;</p> <p>2 - presentation of the results of literature studies;</p> <p>3 - presentation of the initial concept of own research and the structure of the diploma thesis.</p> |



STUDENT WORKLOAD

| ECTS Balance | | | | | | | |
|--------------|--|------------------|---|---|---|----|------|
| No. | Activity type | Student workload | | | | | Unit |
| | | full-time | | | | | |
| 1. | Scheduled contact hours | W | C | L | P | S | h |
| | | | | | | 15 | |
| 2. | Other (consultations, exams) | | | | | 2 | h |
| 3. | Total number of contact hours | 17 | | | | | h |
| 4. | Number of ECTS credits for contact hours | 0,7 | | | | | ECTS |
| 5. | Number of hours of independent student work | 8 | | | | | h |
| 6. | Number of ECTS points that a student obtains through independent work | 0,3 | | | | | ECTS |
| 7. | Workload related to practical classes | 25 | | | | | h |
| 8. | Number of ECTS credit points which a student receives for practical classes | 1,0 | | | | | ECTS |
| 9. | Total number of hours of a student's work | 25 | | | | | |
| 10. | ECTS credits for the course <i>1 1 ECTS credit =25 student learning hours</i> | 1 | | | | | ECTS |

W - LECTURE C - CLASSES L - LABORATORY P - PROJECT S - SEMINAR

READING LIST

1. Bailey S. (2018), *Academic Writing. A Handbook for International Students*. Publishing Routledge. Fifth Edition.
2. Kane T.S. (2020), *The Oxford Essential Guide to Writing*. Berkley Pub Group.
3. Fitzgerald C. (2023), *A Guide to Writing for Advanced*, Preston Publishing.