

MODULE DESCRIPTION

Module code	Z-ZIP2-562
Module name	Seminarium i praca dyplomowa
Module name in English	Seminar and Diploma Thesis
Valid from academic year	2016/2017

A. MODULE PLACEMENT IN THE SYLLABUS

Field of study	Management and Production Engineering
Level of education	2nd degree <i>(1st degree / 2nd degree)</i>
Studies profile	General <i>(general / practical)</i>
Form and method of conducting classes	Full-time <i>(full-time / part-time)</i>
Specialisation	All
Unit conducting the module	
Module co-ordinator	Diploma thesis tutors
Approved by:	

B. MODULE OVERVIEW

Type of subject/group of subjects	Major <i>(basic / major / specialist subject / conjoint / other HES)</i>
Module status	Compulsory <i>(compulsory / non-compulsory)</i>
Language of conducting classes	English
Module placement in the syllabus - semester	3rd semester
Subject realisation in the academic year	Summer semester <i>(winter / summer)</i>
Initial requirements	No requirements <i>(module codes / module names)</i>
Examination	Yes <i>(yes / no)</i>
Number of ECTS credit points	20

Method of conducting classes	Lecture	Classes	Laboratory	Project	Other
Per semester					30

C. TEACHING RESULTS AND THE METHODS OF ASSESSING TEACHING RESULTS

Module target	The aim of the seminar is to familiarise students with basic principles and requirements regarding writing a diploma thesis and also a supervision of project completion according to "A master thesis task" assigned to students during the first semester.
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Effect symbol	Teaching results	Teaching methods (l/c/lab/p/other)	Reference to subject effects	Reference to effects of a field of study
W_01	A student has knowledge concerning creation and analysis of engineering documentation using techniques, methods and tools in order to solve engineering problems, taking into account internal regulations concerning the preparation of master theses at the Faculty of Management and Computer Modelling.	other	K_W03 K_W05	T2A_W10 T2A_W07 T2A_W09 S2A_W06
W_02	A student has specialized knowledge concerning selected problems from multidisciplinary field containing management and production engineering. A student has knowledge and understands importance of intellectual property law.	other	K_W03 K_W12	T2A_W10 T2A_W05 S2A_W06
U_01	A student can prepare a master thesis under the supervision of an academic teacher, according to general methodological and formal requirements concerning the preparation of written works and reports.	other	K_U01 K_U02 K_U04	T2A_U01 T2A_U02 T2A_U06 T2A_U03 T2A_U08
U_02	A student can individually study subject literature (which is essential for a master thesis), identify and solve basic decision-making problems.	other	K_U01 K_U02 K_U04	T2A_U01 T2A_U02 T2A_U06 T2A_U03 T2A_U08
U_03	A student can individually prepare a short multimedia presentation with reference to the requirements concerning an indispensable information synthesis. A student can also present it in public.	other	K_U05	T2A_U04 T2A_U06 T2A_U07
K_01	A student understands the meaning of abilities as regards correct preparation and editing of written work and the necessity of improving the technique and knowledge concerning the methodology of such works.	other	K_K01	T2A_K01 T2A_K06
K_02	A student is aware of the necessity of complying to ethical, moral, and legal norms concerning the use and providing documentation of other people's intellectual work while preparing written degree thesis.	other	K_K03	T2A_K03 T2A_K05 T2A_K07

Teaching contents:

1. Teaching contents as regards lectures

Lecture number	Teaching contents	Reference to teaching results for a module

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2. Teaching contents as regards classes

Class number	Teaching contents	Reference to teaching results for a module

3. Teaching contents as regards laboratory classes

Laboratory class number	Teaching contents	Reference to teaching results for a module

4. The characteristics of project assignments

5. Teaching contents as regards seminar classes

Seminar class number	Teaching contents	Reference to teaching results for a module
1	General description of the objective and essence of the seminar. Requirements concerning seminar credit. The description of formal and methodical requirements concerning master theses, which result from the university and faculty regulations.	W_01 W_02 K_02
2	Students' presentation of "Master theses tasks" assigned in the first semester. The discussion concerning diploma theses subjects, list of contents, formulated objectives, and problems identification requiring consideration in master theses.	U_01 U_02 U_02 K_01 K_02
3	Source materials – types and methods of obtaining them. Quotations and the methods of quoting source materials. The principles of providing documentation for the sources used and generating footnotes. The principles of compiling bibliography. The issue of plagiarism. Intellectual property protection.	W_01 W_02 K_02
4	Tabular and graphical presentations – general principles. The objective and form of tabular summary – the principles of preparing, describing, and concluding. The forms of graphic presentation – charts, diagrams, schemes, figures, and pictures. Author's comments.	W_01 W_02 K_02
5	Formal, editorial, and linguistic requirements concerning a master thesis. The whole paper and text layout (margins, font, spacing, tabulation, paragraphs, etc.). The principles of using abbreviations and symbols. Stylistic and linguistic text correctness – checking methods. Editing the title page of the diploma thesis. Generating the list of contents and text cover. The analysis of structure correctness of students' own master theses in terms of the above-mentioned requirements. A discussion.	W_01 W_02 U_01 U_02 U_02 K_01 K_02
6-11	Students' presentation of the selected fragments of master theses. A discussion concerning the problems occurring during the development stage.	W_01 W_02 K_02
12	The principles of creating a multimedia project presentation. Preparing a	U_01

	presentation for a student's own master thesis.	U_02 U_02
13-14	Students' presentation of master theses using the prepared multimedia presentations.	U_01 U_02 U_03
15	Obtaining a credit for seminar classes.	

The methods of assessing teaching results

Effect symbol	Methods of assessing teaching results <i>(assessment method, including skills – reference to a particular project, laboratory assignments, etc.)</i>
W_01	A discussion during seminar classes.
W_02	A discussion during seminar classes.
U_01	A discussion during seminar classes.
U_02	A student's observation during master thesis preparation process.
U_03	Assessing a multimedia presentation on a master thesis presented by a student during seminar classes.
K_01	A discussion during seminar classes. A student's observation during master thesis preparation process.
K_02	A discussion during seminar classes. A student's observation during master thesis preparation process.

D. STUDENT'S INPUT

ECTS credit points		
	Type of student's activity	Student's workload
1	Participation in lectures	
2	Participation in seminar classes	30
3	Participation in laboratories	
4	Participation in tutorials (2-3 times per semester)	
5	Participation in project classes	
6	Project/seminar tutorials	90 (6 per week)
7	Participation in an examination	2
8	Internet verification of the merits of contents, correctness of style and editorial form of master theses	30
9	Number of hours requiring a lecturer's assistance	152 <i>(sum)</i>
10	Number of ECTS credit points which are allocated for assisted work <i>(1 ECTS point=25-30 hours)</i>	6.1
11	Unassisted study of lecture subjects	
12	Unassisted preparation for classes	
13	Unassisted preparation for tests	
14	Unassisted preparation for laboratories	
15	Preparing reports	
15	Preparing for a final laboratory test	
17	Preparing a project or documentation	300
18	Preparing for an examination	48
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20	Number of hours of a student's unassisted work	348 <i>(sum)</i>
21	Number of ECTS credit points which a student receives for unassisted work <i>(1 ECTS point=25-30 hours)</i>	13.9
22	Total number of hours of a student's work	500
23	ECTS points per module <i>1 ECTS point=25-30 hours</i>	20
24	Work input connected with practical classes <i>Total number of hours connected with practical classes</i>	500
25	Number of ECTS credit points which a student receives for practical classes <i>(1 ECTS point=25-30 hours)</i>	20

E. LITERATURE

Literature list	<ol style="list-style-type: none"> 1. Bui N., Yvonne, <i>How to write a master's thesis</i>, SAGE Publications, 2013. 2. Wojcik K., <i>Piszę akademicką pracę promocyjną – licencjacką, magisterską, doktorską</i>, Wydawnictwo Wolters Kluwer Polska, Sp. z o.o., Warszawa 2012. 3. Zenderowski R., <i>Praca magisterska</i>, CeDeWu Sp. z o.o., Warszawa 2007. 4. Wojciechowski T., <i>Jak pisać prace dyplomowe, licencjackie i magisterskie</i>, Wydawnictwo Wyższej Szkoły Zarządzania i Marketingu, Warszawa 1999. 5. Rawa T., <i>Metodyka wykonywania inżynierskich i magisterskich prac dyplomowych</i>, Wydawnictwo Akademii Rolniczo-Technicznej, Olsztyn 1999. 6. Żółtowski B., <i>Seminarium dyplomowe. Zasady pisania prac dyplomowych</i>,
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	Wydawnictwo Akademii Techniczno-Rolniczej, Bydgoszcz 1997.
Module website	