



SZKOŁA GŁÓWNA
GOSPODARSTWA
WIEJSKIEGO

Master Seminar

Educational subject description sheet

Basic information

Field of study Informatics and Econometrics Speciality - Organizational unit Faculty of Applied Informatics and Mathematics Study level second cycle (post bachelor's degree) Study form full-time studies Education profile General academic		Didactic cycle 2025/26 Subject code ZIMIEJS_D.2EK.02490.25 Lecture languages english Mandatory Obligatory subjects Block Major subjects Disciplines Technical computing and telecommunications
Coordinator	Marcin Dudziński	
Teacher	Marcin Dudziński	
Period Semester 2	Examination Pass Activities and hours Auditorium exercises: 30	Number of ECTS points 2
Period Semester 3	Examination Pass Activities and hours Auditorium exercises: 30	Number of ECTS points 2
Period Semester 4	Examination Pass Activities and hours Auditorium exercises: 30	Number of ECTS points 2

Goals

Code	Goal
C1	Providing students with principles concerning the selection of a potential supervisor, as well as with procedures and questions regarding a master's exam and the components influencing the final grade on a degree certificate.
C2	Familiarizing students with a master's thesis template and the examples of the earlier master's theses.
C3	Introducing MS Word and LaTeX as useful tools in the master's thesis writing.
C4	Teaching students about inserting and numbering charts, tables and adding captions to them in MS Word.
C5	Familiarizing students with interesting tips and tricks regarding formatting a master's thesis in MS Word (division into sections, an automatic creation of a table of contents, etc.).
C6	Providing students with practical information on how to avoid plagiarism in the master's thesis writing.
C7	Conveying a comprehensive knowledge about the styles and forms of citation and referencing in a master's thesis and about an art of paraphrasing.
C8	Familiarizing students with interesting files, slides and films on structuring and writing a master's thesis.
C9	Providing students with a reliable knowledge about organizing an order and the time of master's thesis writing.
C10	Giving the practical information on the glossary and phrases, used in an academic writing, in particular in the master's thesis writing.
C11	Passing on the knowledge about preparation of the literature review in a master's thesis.
C12	Discussing students' reports and presentations (mainly those regarding the process of the master's thesis preparation and the questions for a master's exam).
C13	Monitoring of students' progress in their research related to the process of the master's thesis writing.

Entry requirements

At least intermediate knowledge of English.

Subject's learning outcomes

Code	Outcomes in terms of	Effects	Examination methods
Knowledge - Student knows and understands:			
W1	the procedures concerning the selection a potential supervisor, as well as knows the master's exam rules and understands what components have an impact on the diploma's final grade.	IEj_K2_W04, IEj_K2_W09	Project, Presentation
W2	how to format, structure and write a master's thesis.	IEj_K2_W04, IEj_K2_W09	Project, Presentation
W3	how to avoid plagiarism in the master's thesis writing.	IEj_K2_W04, IEj_K2_W09	Project, Presentation
W4	how to cite and refer in a master's thesis and how to paraphrase.	IEj_K2_W04, IEj_K2_W09	Project, Presentation
W5	the glossary and phrases used in an academic writing, in particular in the master's thesis writing.	IEj_K2_W04, IEj_K2_W09	Project, Presentation
Skills - Student can:			
U1	write a decent, substantive and well-structured master's thesis in English.	IEj_K2_U01, IEj_K2_U04, IEj_K2_U09, IEj_K2_U10	Project, Presentation

Code	Outcomes in terms of	Effects	Examination methods
U2	follow antiplagiarism rules.	IEj_K2_U01, IEj_K2_U04	Project, Presentation
Social competences - Student is ready to:			
K1	share the acquired experience and skills in creating a master's thesis.	IEj_K2_K02, IEj_K2_K04, IEj_K2_K05	Project, Presentation

Study content

No.	Course content	Subject's learning outcomes	Activities
1.	<p>The curriculum content includes the following blocks:</p> <p>Providing students with principles concerning the selection of a potential supervisor, as well as with procedures and questions regarding a master's exam and the components influencing the final grade on a degree certificate;</p> <p>Familiarizing students with a master's thesis template and the examples of the earlier master's theses;</p> <p>Introducing MS Word and LaTeX as the useful tools in the master's thesis writing;</p> <p>Teaching students about inserting and numbering charts, tables and adding captions to them in MS Word;</p> <p>Familiarizing students with interesting tips and tricks regarding formatting a master's thesis in MS Word (division into sections, an automatic creation of a table of contents, etc.);</p> <p>Providing students with practical information on how to avoid plagiarism in the master's thesis writing;</p> <p>Conveying a comprehensive knowledge about the styles and forms of citation and referencing in a master's thesis and about an art of paraphrasing;</p> <p>Familiarizing students with interesting files, slides and films on structuring and writing a master's thesis;</p> <p>Providing students with a reliable knowledge about organizing an order and the time of master's thesis writing;</p> <p>Giving the practical information on the glossary and phrases, used in an academic writing, in particular in the master's thesis writing;</p> <p>Passing on the knowledge about preparation of the literature review in a master's thesis;</p> <p>Discussing students' reports and presentations (mainly those regarding the process of the master's thesis preparation and the questions for a master's exam);</p> <p>Monitoring of students' progress in their research related to the process of the master's thesis writing.</p>	W1, W2, W3, W4, W5, U1, U2, K1	Auditorium exercises

Course advanced

Semester 2

Activities	Methods of conducting classes
Auditorium exercises	Conversation lecture, Presentation, Teaching technique in the form of play, exact, task, Individual work

Activities	Examination method	Percentage
Auditorium exercises	Presentation	70%
Auditorium exercises	Project	30%

Activities	Credit conditions
Auditorium exercises	Delivering all of the required presentations, sending all of the obtained home assignments/projects, a proper attendance record.

Semester 3

Activities	Methods of conducting classes
Auditorium exercises	Conversation lecture, Presentation, Teaching technique in the form of play, exact, task, Individual work

Activities	Examination method	Percentage
Auditorium exercises	Presentation	70%
Auditorium exercises	Project	30%

Activities	Credit conditions
Auditorium exercises	Delivering all of the required presentations, sending all of the obtained home assignments/projects, a proper attendance record.

Semester 4

Activities	Methods of conducting classes
Auditorium exercises	Conversation lecture, Teaching technique in the form of play, exact, task, Individual work, Display

Activities	Examination method	Percentage
Auditorium exercises	Presentation	70%
Auditorium exercises	Project	30%

Activities	Credit conditions
Auditorium exercises	Delivering all of the required presentations, sending all of the obtained home assignments/projects, a proper attendance record.

Literature

Obligatory

1. H. El-Chaarani, Z. El-Abiad. 'How to write a Master Thesis'. Journal of Contemporary Research in Business Administration and Economic Sciences, 2021. Available on https://papers.ssrn.com/sol3/papers.cfm?abstract_id=3858768 [last accessed on 2 May 2023].
2. J. W. Chinneck. 'How to Organize your Thesis'. Latest Revision: September 29, 1999. Available on <http://www.sce.carleton.ca/faculty/chinneck/thesis.html> [last accessed on 2 May 2023].
3. J. Morley. 'Academic Phrasebank. A compendium of commonly used phrasal elements in academic English in PDF format 2018 enhanced edition', 2018. Available on <https://dokumen.pub/academic-phrasebank-2018-enhanced-edition-2018nbsped.html> [last accessed on 2 May 2023].

Optional

1. L. Childers Hon, K. Kent, M. Edwardson. 'Guidelines for writing a thesis or dissertation', 2007-2008. Available on <https://www.jou.ufl.edu/grad/forms/Guidelines-for-writing-thesis-or-dissertation.pdf> [last accessed on 2 May 2023].
2. School of Management & Languages. 'A Guide to Writing Your Masters Dissertation'. Available on file:///C:/Users/Marcin%20D/Downloads/dissertationguide.pdf [last accessed on 2 May 2023].
3. M. Witter. 'How to write a good master thesis'. Kavli Institute for Systems Neuroscience, 2019. Available on <https://www.ntnu.no/blogger/ub-mh/wp-content/uploads/sites/21/2019/02/how-to-write-a-good-masterthesis-2019-final-1.pdf> [last accessed on 2 May 2023].
4. Ch. Cantero. 'How to Write a Literature Review'. San José State University Writing Center, 2019. Available on <https://www.sjsu.edu/writingcenter/docs/handouts/Literature%20Reviews.pdf> [last accessed on 2 May 2023].
5. YouTube film. 'The Art of Paraphrasing: Avoiding Plagiarism'. University of Maryland, Baltimore Writing Center. Available on <https://www.youtube.com/watch?v=H1qo10dG5Gw&t=202s> [last accessed on 2 May 2023].
6. L. Sevillano. YouTube film 'The Literature Review', Massey University. Available on <https://www.youtube.com/watch?v=jKL2pdRmwc4&t=331s> [last accessed on 2 May 2023].
7. Document online. 'Useful Phrases and Sentences for Academic & Research Paper Writing'. Available on <https://www.ref-n-write.com/blog/how-to-write-a-research-paper-academic-phrasebank-vocabulary/> [last accessed on 2 May 2023].
8. Document online. 'English for Writing Research Papers Useful Phrases'. Available on https://mcnair.siu.edu/_common/documents/summer-research-inst/free-download-useful-phrases11.pdf [last accessed on 2 May 2023].

Calculation of ECTS points

Semester 2

Activity form	Activity hours*
Auditorium exercises	30
Preparation of a multimedia presentation	15
Preparing the project	15
Student workload	Hours 60
Number of ECTS points	ECTS 2

* hour means 45 minutes

Semester 3

Activity form	Activity hours*
Auditorium exercises	30
Preparation of a multimedia presentation	15
Preparing the project	15
Student workload	Hours 60
Number of ECTS points	ECTS 2

* hour means 45 minutes

Semester 4

Activity form	Activity hours*
Auditorium exercises	30
Preparation of a multimedia presentation	10
Preparation of the thesis	15
Preparing the project	5
Student workload	Hours 60
Number of ECTS points	ECTS 2

* hour means 45 minutes

Effects

Code	Content
IEj_K2_K02	The graduate is ready to independently and critically complement and improve the acquired knowledge and skills, extended by an interdisciplinary dimension.
IEj_K2_K04	The graduate is ready to communicate the achievements of information technology and various aspects of the economic analyst profession in a commonly understood manner. Is prepared to actively participate in groups and organizations pursuing social goals and IT projects. Is able to think and act in an entrepreneurial manner.
IEj_K2_K05	The graduate is ready to correctly identify and resolve dilemmas related to the profession.
IEj_K2_U01	The graduate can in an advanced way acquire information from literature, databases, and other appropriately selected sources, also in English, and to interpret and explain economic and social phenomena and their interrelationships correctly.
IEj_K2_U04	The graduate can forecast, predict and model complex social processes of phenomena from different areas of socio-economic life using advanced econometric and IT methods and tools.
IEj_K2_U09	The graduate can prepare, to an extended degree, a variety of written work in Polish and English in the fields of economics, management, finance, applied mathematics, and computer science.
IEj_K2_U10	The graduate can prepare, to an extended degree, speeches in Polish and English within the scope of economic sciences and selected issues from the areas of science and technology appropriate to the field of study.
IEj_K2_W04	The graduate knows and understands to an extended degree the methods and tools, including techniques for obtaining data from observations of socio-economic phenomena, natural phenomena, and surveys, appropriate for the study of computer science and econometrics, allowing one to describe economic structures (including the use of multivariate models, autoregressive models, computer simulation, etc.).
IEj_K2_W09	The graduate knows and understands to an extended degree information and knowledge acquisition technologies, database and data warehousing technologies, knowledge base technologies, and ICT technologies (communication technologies, network technologies, Internet technologies).