



## COURSE SYLLABUS

### 1. Information about the programme

1.1 Higher Education Institution	Babeş-Bolyai University
1.2 Faculty	European Studies
1.3 Department	International Relations and German Studies
1.4 Field of study	International Relations and European Studies
1.5 Study level	BA
1.6 Programme of study/ Qualification	RISE-E, SA

### 2. Information about the discipline

2.1 Module	Academic Writing Techniques						
2.2 Course holder	-						
2.3 Seminar holder	Lecturer Gabriel Gherasim PhD (gherasim88@yahoo.com)						
2.4 Year of study	3	2.5 Semester	1	2.6. Type of assessment <sup>1</sup>	C	2.7 Type of module <sup>2</sup>	OB

### 3. Total estimated time (teaching hours per semester)

3.1 No. of hours per week	2	3.1 of which for course	0	3.3 of which for seminar	2
3.4 Total no. of hours in the curriculum	28	3.5 of which for course	0	3.6 of which for seminar	28
Time distribution:					9
Study by using handbook, reader, bibliography and course notes					2
Additional library/specialised online research, field research					1
Preparation of seminars/laboratories, homework, projects, portfolios and essays					1
Tutoring					1
Examinations					0.5
Other activities: .....					
3.7 Total no. of hours for individual study	3,5				
3.8 Total no. of hours per semester	28				
3.9 No. of ETCS credit points	3				

### 4. Prerequisites (where applicable)

4.1 of curriculum	• --
4.2 of competencies	• --

### 5. Conditions (where applicable)

<sup>1</sup> E - exam, ME - multi-term examinations, C - collocutional examination/assessment test

<sup>2</sup> OB - core module, OP - elective module, F - extracurricular module

5.1 For the development of the course	• -
5.2 For the development of the seminar/laboratory	• Power-point presentations

## 6. Specific skills acquired

Professional skills	<p>The seminars will guide students on:</p> <ul style="list-style-type: none"> <li>• what topics they may choose</li> <li>• how to organize their work</li> <li>• how to search for suitable bibliography</li> <li>• how to conduct their own research</li> <li>• how to write the chapters and edit text</li> <li>• how to avoid plagiarism</li> <li>• how to make a good oral presentation</li> </ul>
Interdisciplinary skills	<ul style="list-style-type: none"> <li>• meeting deadlines and carrying out tasks rigorously, efficiently and responsibly, by respecting the ethical principles of scientific research and correctly applying citation rules</li> <li>• applying team building techniques; developing interpersonal communication skills and taking on specific roles during team work</li> </ul>

## 7. Course objectives (based on the list of acquired skills)

7.1 General objective	The course will introduce students to the fundamentals of academic research: formulating a research question, deciding on a methodology, identifying relevant sources, etc. During the course, the students will also learn about different qualitative and quantitative methods; they will later be able to apply them to various research projects such as academic papers or dissertations.
7.2 Specific objectives	<ul style="list-style-type: none"> <li>• formulating a relevant research hypothesis</li> <li>• structuring research according to logical principles</li> <li>• choosing the most relevant research method(s) to demonstrate one's working hypothesis</li> <li>• applying various research methods to specific topics in order to derive valid observations and interpretations</li> <li>• formulating pertinent conclusions</li> </ul>

## 8. Contents

Seminar / Laboratory	Teaching methods	Observations
1. Introduction to Academic Writing	Interactive lecture followed by individual presentations of projects regarding the different phases of academic writing	
2. Types of Research Designs	Interactive lecture followed by individual presentations of projects regarding the different phases of research	
3. Choosing a Research Problem	Interactive lecture followed by individual presentations of	

	projects regarding the different phases of research	
4. Preparing to Write	Interactive lecture followed by individual presentations of projects regarding the different phases of research	
5. The Abstract	Interactive lecture followed by individual presentations of projects regarding the different phases of research	
6. The Introduction	Interactive lecture followed by individual presentations of projects regarding the different phases of research	
7. The Literature Review	Interactive lecture followed by individual presentations of projects regarding the different phases of research	
8. The Methodology	Interactive lecture followed by individual presentations of projects regarding the different phases of research	
9. The Results	Interactive lecture followed by individual presentations of projects regarding the different phases of research	
10. The Discussion	Interactive lecture followed by individual presentations of projects regarding the different phases of research	
11. The Conclusion	Interactive lecture followed by individual presentations of projects regarding the different phases of research	
12. Citing Sources	Interactive lecture followed by individual presentations of projects regarding the different phases of research	
13. Annotated Bibliography	Interactive lecture followed by individual presentations of projects regarding the different phases of research	
14. General Overview of Research Phases pertaining to Academic Writing	Interactive lecture followed by individual presentations of projects regarding the different phases of research	

**Bibliography:**

- Bailey, Steven, *Academic Writing . A Handbook for International Students*, Routledge, 2003.
- Bawker, Natilene, ed., *Academic Writing*, Massey University, 2007.
- Norris, Carolyn Brimley, *Academic Writing in English*, University of Helsinki, 2016.
- Pârvulescu, Cristian, coord., *Ghid de elaborare a lucrării de licență și a disertației*, Școala Națională de Studii Politice și Administrative, 2014.
- Pierce, Roger, *Research Methods in Politics. A Practical Guide*, SAGE, 2008.
- *How to Improve Your Academic Writing*, University of Essex, 2008.

Additional bibliography is available upon request.

**A detailed *Guide* of the recommended rules of writing the Graduation papers, is available on the Faculty website here: <http://euro.ubbcluj.ro/studenti/documente-pentru-studenti/>**

**9. The correspondence between the content of the course and the expectations of the academic community, professional associations and representative employers in the field:**

At the end of this course, the students will be able to apply the knowledge gathered about how to conduct systematic research into any given topic based on a logical structure, relevant sources and appropriate methodology in a variety of contexts, be they academic or business-related, so that they can successfully write complex research projects regardless of their nature.

**10. Assessment**

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Percentage of the final grade
10.4 Course	Demonstrating the ability to cope with the requirements of different phases in academic writing	Power-point presentation of a part from students' projected BA dissertations related to one or several research phases in academic writing	50%
10.5 Seminar	Assessment of the way in which students respect all the fundamental requirements of academic writing	Final paper detailing one or several research phases of academic writing to be delivered at the end of the semester	50%
10.6 Minimum standard of performance			
Obtaining the minimal grade 5.			

Date  
29.09.2017

Course holder signature  
-

Seminar holder signature  
Dr. Gabriel Gherasim

Date of departmental approval  
.....

Head of department signature  
.....