

## RESEARCH SEMINAR SYLLABUS

AY 2018-2019, LEADERSHIP OF THE PUBLIC SECTOR

### COURSE INSTRUCTORS

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### COURSE OVERVIEW

The main goal of the Research seminar course is to help students prepare their graduation theses. The graduation thesis is a complex paper, including both a theoretical and an applied analysis (which often entails fieldwork) and it needs to be drafted in accordance with the established rules and practices for scientific papers.

### TOPICS

The following topics<sup>1</sup> will be discussed during the semester, strongly related to your final/graduation thesis:

1. Introduction. Class objectives and policies.
2. Thesis structure. How to structure a research/scientific paper? Plagiarism and research ethics. Academic deontology. How to find/choose a research topic.
3. Research design. Research questions and objectives. How to write the introduction for an academic paper. **Assignment 1:** The introductory section of a research paper (5%).
4. Literature review 1. Types of academic/scientific source. How to find sound academic sources. Summarizing and paraphrasing. Plagiarism and academic deontology.
5. Literature review 2: How to quote academic source. In-text citations and the reference list. Providing added value to the literature review: critical thinking and argument building.
6. **Assignment 2.** The theoretical section of a research paper (20%).

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<sup>1</sup> The proposed topics are susceptible to changes if other needs arise (other topics are requested by student or deemed necessary by course instructors).

7. Methodology 1: Hypotheses, variables and indicators. Research sample
8. Methodology 2: How to develop a data collection instrument and collect data.
9. Methodology 3: Data analysis software.
10. Main findings: How to present and interpret research results.
11. **Assignment 3:** The methodological section of a research paper (10%)
12. How to develop relevant conclusions and recommendations based on own research findings. Discussions regarding the final examination.

Some of the aforementioned topics will be presented, discussed and analyzed more consistent from a theoretical perspective (when required) during course meetings while others will be approached in a more practical and applied way during seminars.

## EVALUATION

- Class activity: 10% of the final grade
- Assignment 1: The introductory section of a research paper: 5% of the final grade.
- Assignment 2: The theoretical section of a research paper: 20% of the final grade.
- Assignment 3: The methodological section of a research paper: 10% of the final grade.
- Final (full paper / thesis): 55% of the final grade.

The final assignment should be an advanced draft of your graduation thesis. It should include: an introduction, a theoretical framework, the methodology, the research findings (even if they are partial/preliminary), conclusion and recommendation, the bibliography (reference list) and annexes.

Exact / specific requirements will be provided and discussed with students before each paper / examination.

The final paper (thesis) has to be presented during the exam period; failure to present the paper will result in the FINAL GRADE (course evaluation) being ABSENT. All papers (sections of the thesis) should be improved for the final evaluation.

For both individual presentations and the final paper, 70% of the points are attributed to the written material and 30% toward the presentation itself.

All class activities will be included in the final grade, both during the 1<sup>st</sup> (normal) and 2<sup>nd</sup> („restante/măriri”) examinations. During the 2<sup>nd</sup> examination only the grade of the final paper/presentation can be improved; the other grades obtained during the semester cannot be modified (partial assignments cannot be re-submitted during this session).

## OTHER POLICIES

Attendance is mandatory to 75% of the seminar meetings. Failure to attend seminar meetings will result in the application of UBB regulations (**Regulamentul care definește STATUTUL STUDENTULUI UBB<sup>2</sup> și art. 10 al Regulamentului ECTS<sup>3</sup> UBB**) stating that students who do not attend 75% of seminar meetings are not allowed to the final examination (neither during the 1<sup>st</sup> or 2<sup>nd</sup> examination session) and the class has to be retaken during the following year.

Bonus/extra points can be awarded for exceptional involvement in class (course) discussions and activities as well as for other research related activities (involvement in research projects, conference presentations or other types of publications).

## BIBLIOGRAPHY / REFERENCES

Reading materials will be provided by course instructors on moodle at least three days prior to when they should be discussed in class.

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<sup>2</sup> Art. 29 din Statutul studentului UBB:

- (1) Prezența studenților la cursuri este facultativă;
  - (2) Prezența studenților la seminarii este obligatorie în proporție de 75%. Titularul de curs poate opta pentru caracterul facultativ al seminariilor;
  - (3) Prezența studenților la laboratoare și cursuri practice este obligatorie în proporție de 90%. Titularul de curs poate opta pentru caracterul facultativ al laboratoarelor și al cursurilor practice.
  - (4) **Acceptarea studentului la examene este condiționată de respectarea obligațiilor cuprinse în aliniatele (2) și (3) ale prezentului articol;**
- [http://www.ubbcluj.ro/ro/studenti/files/invatamant/Hotarare\\_508\\_Modificare\\_Statut\\_studentului\\_13\\_ianuarie\\_2014+-anexa1.pdf](http://www.ubbcluj.ro/ro/studenti/files/invatamant/Hotarare_508_Modificare_Statut_studentului_13_ianuarie_2014+-anexa1.pdf)

<sup>3</sup> Art. 10 din Regulamentul ECTS:

**Nerespectarea prevederilor privind frecvența obligatorie la o anumită disciplină se poate sancționa cu neacceptarea studentului la examen și cu obligația de a reface activitățile aferente disciplinei, în condițiile prevăzute de Consiliul facultății.**

[http://www.ubbcluj.ro/ro/studenti/files/invatamant/Regulament\\_activitate\\_profesionala\\_Senat\\_15\\_01\\_2018.pdf](http://www.ubbcluj.ro/ro/studenti/files/invatamant/Regulament_activitate_profesionala_Senat_15_01_2018.pdf)