

## DESCRIPTION OF A STUDY COURSE – SYLLABUS

<b>Title of a course</b>	Methodology of Professional and Scientific Work				
<b>Head of course</b>	PhD Drago Pupavac, College Professor				
<b>Study programme</b>	Specialist professional graduate study Entrepreneurship				
<b>Status of a course</b>	Obligatory				
<b>Year of study</b>	1.	<b>Semester</b>	I.	<b>ECTS credits</b>	3
<b>Teaching plan (L + E + S+ Pr)</b>	1L+2S				
<b>Goals of a course</b>					
The aim of the course is to: enable entrepreneurship students to understand the basic features of science, scientific methods, research process, types of research, choice of methodological approach, stages of research work in the social sciences, citation, scientific style and writing; to teach students about application of scientific research methods in the social sciences, with an emphasis on modelling methods, statistical and other numerical methods in economics.					
<b>Conditions for enrolling course</b>					
No conditions					
<b>Learning outcomes on a level of a study programme which includes course</b>					
Outcome 2: Critically evaluate business decisions from the point of view of ethical and socially responsible business operations. Outcome 5: Monitor and analyse market needs and trends and propose an appropriate business model. Outcome 6: Apply the methodology for planning and controlling the implementation of various plans. Outcome 9: Apply methodology of professional and scientific research work in various business situations. Outcome 12: Choose the right approach to communicating business content and motivating associates to achieve goals.					
<b>Expected learning outcomes on a level of a course</b>					
<ol style="list-style-type: none"> <li>1. Define and structure contemporary science</li> <li>2. Apply the principles, rules and procedures of scientific research methodology and technology</li> <li>3. Effectively and rationally manage one's own knowledge, theoretical and practical processes of transforming a quality idea into quality professional work</li> <li>4. Formulate the research results and present them in a systematic, simple and concrete manner to the target group</li> <li>5. Make a Gantt chart of professional paper preparation activities</li> <li>6. Compare and apply different scientific methods when preparing a professional paper</li> </ol>					
<b>Content of a course</b>					
Introduction to professional and scientific work. Professional and scientific activity. Professional and scientific research. Concept and types of professional work. Concept and types of scientific work. Methodology of professional research. Methodology of scientific research. Concept and classification of professional and scientific methods. Technology of professional and scientific research. Writing and technical processing of professional and scientific works. Professional and scientific journals and publications. Works for obtaining professional and scientific tenures.					
<b>Teaching modes</b>	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> auditory exercises <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> distance learning <input type="checkbox"/> field classes		<input checked="" type="checkbox"/> individual assignments <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> supervisor's work <input type="checkbox"/> other _____		
<b>Comments</b>					
<b>Students' obligations</b>					

### Grading, evaluation and monitoring of students' work continuously during lectures and exams

Grading is based upon evaluation of course's learning outcomes' adoption. Grading is performed continuously during lectures and/or during exam, in compliance with the provisions of Regulation on the assessment of students.

#### Continuous check-up:

Outcomes	Pre-exam I	Pre-exam 2	Seminar work	Assignment	Threshold	Max
Outcome 1	9%		4%	4%	8%	17%
Outcome 2	8%		4%	5%	8%	17%
Outcome 3	8%		4%	4%	8%	16%
Outcome 4		9%	4%	4%	8%	17%
Outcome 5		8%	4%	5%	8%	17%
Outcome 6		8%	5%	3%	8%	16%
Percentage of ECTS	0,75	0,75	0,75	0,75		
Total	25%	25%	25%	25%	50%	100%

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

#### Exam term:

Outcomes	Written exam	Oral exam	Max
Outcome 1	14%	3%	17%
Outcome 2	13%	4%	17%
Outcome 3	13%	3%	16%
Outcome 4	14%	3%	17%
Outcome 5	14%	3%	17%
Outcome 6	12%	4%	16%
Percentage of ECTS	2,4	0,6	
Total	80%	20%	100 %

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

#### Grading:

A student has passed the exam if he has acquired at least 50% of anticipated credits of a specific learning outcome.

If a student has passed learning outcomes of all courses, the accomplished credits (percentages) of all passed learning outcomes are being added, while the final grade is defined upon following table:

Range of credits (percentages)	Numerical grade	ECTS grade
90,00 – 100,00	Excellent (5)	A
75,00 – 89,99	Very good (4)	B
60,00 – 74,99	Good (3)	C
50,00 – 59,99	Sufficient (2)	D
0,00 – 49,99	Insufficient (1)	F

### Obligatory literature

1. Zelenika, R., Metodologija i tehnologija izrade znanstvenog i stručnog djela, 4. knjiga: Znanstvena, znanstvenostručna i stručna pisana djela, Ekonomski fakultet Sveučilišta u Rijeci, Rijeka, 2011.

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| 2. Zelenika, R.: Metodologija i tehnologija izrade znanstvenog i stručnog djela, četvrto izdanje, Ekonomski fakultet Sveučilišta u Rijeci, Rijeka, 2000. |
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<b>Additional literature</b>
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| 1. Baban, Lj. et al., Primjena metodologije stručnog i znanstvenog istraživanja, Ekonomski fakultet, Osijek, 2000.                       |
| 2. Ivanović, Z., Metodologija izrade znanstvenog i stručnog djela, Hotelijerski fakultet, Opatija, 1996.                                 |
| 3. Saunders, M., Lewis, Ph., Thornhill, A., Research Methods for Business Students, Harlow (etc.): Financial Times, Prentice Hall, 2000. |

