

## COURSE SYLLABUS

### 1. Information about the study programme

1.1 Institution of higher education	West University of Timisoara
1.2 Faculty / Department	Faculty of Economics and Business Administration
1.3 Department of	Doctoral School of Economics and Business Administration
1.4 Area of study	Economics and Business Administration
1.5 Level of studies	Doctoral
1.6 Study program	Accounting, Finance, Economics, Management, Marketing

### 2. Information about the topic

2.1 Course title	Academic Writing						
2.2 Course instructor	Stefana Maria DIMA, Senior Researcher, PhD						
2.3 Seminars and case studies activities instructor	Stefana Maria DIMA, Senior Researcher, PhD						
2.4 Year of study	1	2.5 Semester	1	2.6 Type of assessment		2.7 Type of subject matter	

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

3.1 Number of hours per week	2	3.2 course	2	3.3 workshops	0
3.4 Total hours in the curriculum	28	3.5 course	28	3.6 workshops	0
<b>Distribution of time:</b>					<b>hours</b>
Individual study based on handbooks, notes, bibliography					62
Additional documentation, electronic data base / on site study					40
Preparing seminars / laboratories, homework, essays, research reports					100
Tutoring					20
Examinations					
Other activities.....					
<b>3.7 Total hours of individual study</b>	<b>222</b>				
<b>3.8 Total hours per semester</b>	<b>250</b>				
<b>3.9 Number of ECTS</b>	<b>10</b>				

### 4. Prerequisites (where applicable)

4.1 of curriculum	
4.2 of competences	

### 5. Requirements (where applicable)

5.1 of the course	<ul style="list-style-type: none"> <li>• face to face teaching: weeks 1 – 4;</li> <li>• online teaching on Google Meet, e-learning platform Moodle <a href="https://elearning.e-uvt.ro">https://elearning.e-uvt.ro</a>: weeks 5 – 12;</li> <li>• Minimum 80% attendance;</li> <li>• Course handouts and other additional materials are uploaded on the e-learning platform Moodle <a href="https://elearning.e-uvt.ro">https://elearning.e-uvt.ro</a></li> </ul>
5.2 to lead seminar / laboratory	

## 6. Specific skills acquired

Professional competence	<ul style="list-style-type: none"> <li>▪ how to use the basic elements of academic writing</li> <li>▪ how to identify the key challenges in writing in the field of Economics and Business Administration</li> <li>▪ how to find relevant sources</li> <li>▪ how to use the correct economic terminology in academic writing</li> <li>▪ how to read scientific articles</li> <li>▪ how to write a research paper</li> <li>▪ how to communicate efficiently in an academic environment (conferences, workshops, etc.)</li> </ul>
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## 7. Course objectives (based on the grid of the skills acquired)

7.1	The overall objective of the topic The course is thought as a practical and interactive way of improving doctoral students' academic writing skills in Business English. It is conceived for PhD students with intermediate knowledge of the English Language (the vocabulary is about 2,500 words, and the participants can adequately construct sentences in English in both spoken and written form).
7.2 The	<p>Specific objectives:</p> <ul style="list-style-type: none"> <li>• To improve accuracy and coherence in academic writing</li> <li>• To provide PhD students with the adequate tools for writing high quality research papers</li> <li>• To enhance PhD students' critical reading skills</li> </ul>

## 8. Contents

8.1 Course	Teaching methods	Comments
<b>Background to writing in Economics &amp; Business</b>	Face to face lecture; interactive discussions	Specificities of academic writing
<b>The Writing Process in Economics &amp; Business</b>	Face to face lecture; interactive discussions	Discussing writing models
<b>Reading: finding suitable sources</b>	Face to face lecture;	How to critically read the

	interactive discussions	bibliography
<b>Reading methods &amp; critical thinking</b>	Face to face lecture; interactive discussions	How to critically read the bibliography
<b>Title reading and mind mapping</b>	Face to face lecture; interactive discussions	Templates, exercises
<b>Effective Note-making</b>	Face to face lecture; interactive discussions	Templates, exercises
<b>Avoiding plagiarism</b>	Google Meet lecture; interactive discussions	Basic principles, paraphrasing, summarizing, etc.
<b>Organizing references and quotations</b>	Google Meet lecture; interactive discussions	Tools and styles
<b>Introductions and conclusions</b>	Google Meet lecture; interactive discussions	Building up the argumentation
<b>Re-writing and proof-reading</b>	Google Meet lecture; interactive discussions	Discussing instances in which re-writing and proof-reading is required
<b>Basic Elements of writing</b>	Google Meet lecture; interactive discussions	Includes: vocabulary essentials, the language of discussion, the language of cause and effect, the language of numbers
<b>Components of academic style</b>	Google Meet lecture; interactive discussions	In-class and out-of-class examples/exercises
<b>Accuracy in academic writing</b>	Google Meet discussions, Case studies	In-class and out-of-class examples/exercises
<b>Communication of science</b>	Google Meet discussions, Case studies, webcasts, videos	Writing and communicating reports, articles, conference papers, etc.
<b>Bibliography</b> <ol style="list-style-type: none"> <li>1. Bailey, Stephen (2015), Academic Writing: A Handbook For International Students, 4th Ed., London and New York: Routledge.</li> <li>2. Dima, Stefana (2021), Academic Writing in English - notes, ECREB e-Courses, June</li> <li>3. Plamen Nikolov (2020), Writing tips for economics research papers. July 20, <a href="http://nrs.harvard.edu/urn-3:HUL.InstRepos:11041649">http://nrs.harvard.edu/urn-3:HUL.InstRepos:11041649</a></li> </ol>		

4. \*\*\* (2021), Writing in Business and Economics, Monash University (Melbourne, Australia). Tutorials available online at: <http://www.monash.edu.au/lls/llonline/writing/business-economics/index.xml>
5. \*\*\* (2021), Writing a Research Paper, The Writing Center at the University of Wisconsin (Madison, USA). Tutorials available online at: <http://writing.wisc.edu/Handbook/PlanResearchPaper.html>
6. Dudenhefer, Paul (2009), A Guide to Writing in Economics, Writing Tutor, EcoTeach Center and Department of Economics, Duke University, December, Available online at: <https://static1.squarespace.com/static/58991b1546c3c4da5df402e4/t/589c5b0f37c58162f7acb007/1486641936481/A+Guide+to+Writing+in+Economics.pdf>

**9. Corroboration of the course contents with the epistemic expectations of the community representative, professional associations and representative employers of the programme itself.**

- The content of the course is in accordance with the international practices in teaching academic writing for non-native speakers, and it follows the trends of the field of Economics and Business.

**10 Evaluation**

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percentage of the final mark
10.4 Course	Systematic assessment during the semester	Answers to questions raised during the debates, responses to exercises during the semester, writing tasks	
10.5 Seminar and case study			
10.6 Minimum standard			
Basic understanding of the main concepts addressed in the course; 80% minimum attendance.			

Date of submission

9.10.2022

Signature of lecturer

ȘTEFANA MARIA DIMA

Date of approval in department

Head of the Department

CAMELIA-DANIELA HAȚEGAN