

DESCRIPTION OF A STUDY COURSE – SYLLABUS

Title of a course	Methodology of Professional and Research Paper				
Head of course	PhD Drago Pupavac, College Professor				
Study programme	Specialist professional graduate study of Information Technology in Business Systems- Major: Software Engineering in Business Systems and Business Information Systems				
Status of a course	Obligatory				
Year of study	2.	Semester	III	ECTS credits	6
Teaching plan (L + E + S+ Pr)	1L+1S+2E				
Goals of a course					
The aim of the course is to: enable students to understand the basic features of science, scientific methods, research process, type of research, choice of methodological approach, phases of research work in information sciences, citation, scientific style and method of writing; to train students in the application of scientific research methods in information sciences.					
Conditions for enrolling course					
No conditions					
Learning outcomes on a level of a study programme which includes course					
Outcome 9: Develop a model and run a simulation in business systems. Outcome 11: Apply strategic planning methods for the development of information and communication systems. Outcome 12: Analyse and implement Internet technologies and e-business in the business information system. Outcome 14: Organize and lead teamwork in the field of business information systems. Outcome 17: Present ICT solutions in a business organization.					
Expected learning outcomes on a level of a course					
<ol style="list-style-type: none"> 1. Define and structure contemporary science 2. Apply the principles, rules and procedures of scientific research methodology and technology 3. Effectively and rationally manage your own knowledge, and manage theoretical and practical processes of transforming a quality idea into quality professional work 4. Formulate the research results and present them in a systematic, simple and concrete manner to the target group 5. Make a Gantt chart of professional paper preparation activities 6. Compare and apply different scientific methods when preparing a professional paper 					
Content of a course					
Science and scientific-research work. Methods of writing technical and scientific paper. Research methods in information science. Scientific and technological information. Sources of information. Choosing a theme for a research. Categorization of scientific papers. Quoting. Writing a technical paper and doing a poster. Terms of technical and scientific paper. Planning and organizing research work. Research. Types of scientific-research and technical papers. Structure, style and language. Parts of the paper and scientific documentation. Research and development. Techniques of writing a technical paper. Presentation of the paper. Law on higher education institutions. Law on scientific-research activity.					
Teaching modes	<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 _____		
Comments					
Students' obligations					

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	1,5	1,5	1,5	1,5		
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., 2011., Metodologija i tehnologija izrade znanstvenog i stručnog djela. 4. knjiga: Znanstvena, znanstvenostručna i stručna pisana djela. Ekonomski fakultet u Rijeci.

2. Zelenika, R.: Metodologija i tehnologija izrade znanstvenog i stručnog djela, četvrto izdanje, Ekonomski fakultet Sveučilišta u Rijeci, Rijeka, 2000.

Additional literature

1. Baban, Lj. et al. (2000). Primjena metodologije stručnog i znanstvenog istraživanja, Ekonomski fakultet, Osijek, 2000.
2. Ivanović, Z. (1996). Metodologija izrade znanstvenog i stručnog djela, Hotelijerski fakultet, Opatija.
3. Saunders, M., Lewis, Ph., Thornhill, A. (2000). Research Methods for Business Students, Harlow (etc.): Financial Times, Prentice Hall.

