

SYLLABUS
Academic Year 2024-2025
Year of Study III / Semester II

1. Information on academic program

1.1. University	„1 Decembrie 1918” University of Alba Iulia
1.2. Faculty	Faculty of Economics
1.3. Department	Business Administration and Marketing
1.4. Field of Study	Business Administration
1.5. Cycle of Study	Bachelor
1.6. Academic program / Qualification/ ESCO Code	Business Administration / 242102 Process improvement specialist, 242104 Process manager, 242110 Specialist in planning, control, and reporting of economic performance; ESCO Code 2421 - Management and Organisation Analysts

2. Information about the course

2.1. Course		Methodology for elaborating bachelor thesis		2.2. Course code		BA 326	
2.3. Course Leader							
2.4. Seminar Tutor				-			
2.5. Academic Year	III	2.6. Semester	II	2.7. Type of Evaluation (E – final exam/ CE - colloquy examination / CA -continuous assessment)	CE	2.8. Type of course (C– Compulsory, Op – optional, F - Facultative)	C

3. Estimated total time

3.1. Hours/week	4	3.2. Lecture	-	3.3. Seminar	4
3.4. Total hours from the curriculum	56	3.5. Lecture	-	3.6. Seminar/Laboratory	56
Distribution of time					hours
a Individual study of readers					-
b Documentation (library)					160
c Home assignments, Essays, Portfolios					32
d Tutorials					-
e Assessment (examinations)					2
f Other academic activities (study visits, mentoring, projects)					-

3.7 Total hours of individual study (a+b+c)	192
3.8 Total hours from the curriculum(d+e+f+3.4)	58
3.9 Total hours per semester (3.7+3.8)	250
3.10 Credits	10

4. Requirements (if necessary)

4.1. Curriculum requirements	<i>The student is enrolled in the third year of study and has approved the application for the elaboration of the bachelor's thesis</i>
4.2. Competencies requirements	<i>It is presumed that the student has acquired the professional and transversal skills necessary for the elaboration of the bachelor's thesis</i>

5. Conditions (if necessary)

5.1. for conducting the lectures	-
5.2. for conducting the seminar/laboratory	-

6. Specific competencies acquired

Competences/Study results	<ol style="list-style-type: none"> 1. Knowledge, understanding of the basic concepts, theories and methods of the field and area of specialization; their proper use in professional communication 2. Using basic knowledge to explain and interpret various types of concepts, situations, processes, projects, etc. associated with the field 3. Application of basic principles and methods for solving well-defined problems/situations, typical of the field in conditions of qualified assistance 4. Appropriate use of standard evaluation criteria and methods, in order to assess the quality, merits and limits of processes, programs, projects, concepts, methods and theories 5. Developing professional projects with the use of established principles and methods in the field
Transversal competences	<p>CT2 Identifying roles and responsibilities in a multi-specialized team and applying relationship techniques and effective work within the team.</p> <p>Carrying out a work/project, responsibly assuming tasks specific to the role in a multi-specialized team</p>

7. Objectives of the discipline (based on the grid of acquired specific competencies)

7.1 The general objective of the course	<p>Disciplina are ca scop:</p> <ul style="list-style-type: none"> - To train and develop the skills necessary for the elaboration of summative works of a theoretical and applied nature, based on the knowledge, understanding and use of concepts, theories, methods and research techniques specific to the field of bachelor's degree. - preparation of the bachelor's thesis to be defended during the bachelor's exam, as the final summative exam of the bachelor's studies.
7.2 Specific objectives	<p>Familiarization of students with the substantive requirements in order to carry out the bachelor's thesis;</p> <ol style="list-style-type: none"> 1. training and development of students' skills to develop projects and summative works of a theoretical and applied nature; 2. providing consultations to students during the completion of the bachelor's thesis; 3. guiding students to create original, applicative, innovative, interdisciplinary works and to avoid plagiarism; 4. the correct application of the specific methods of analysis in the field in which the bachelor's thesis is developed; 5. substantiation of conclusions and proposals at the end of the work specific to the topic addressed identification of innovative solutions to solve the proposed theme

8. Content

8.1 Content	Teaching methods	Remarks
Project		
1. Discussions on the way of developing the bachelor's thesis: structure of the work, typesetting conditions, use of bibliographic references, use of figures, graphs, tables, etc.	Individual and group discussions, independent reading and consultations, working with written texts (books, manuals), presentations of the stage of the work.	
2 Establishing the calendar for carrying out the bachelor's thesis.		
3. Discussions with the students regarding the theoretical and methodological aspects specific to each topic addressed in the bachelor's thesis		
4. Preparing students for the practical part of the bachelor's thesis.		
5. Clarifications regarding the case study elaborated within the bachelor's thesis. Verification of the stage of elaboration of the bachelor's thesis.		
6. Discussions on how to draw conclusions and proposals and on the way of presenting the paper at the license exam		
7. Preparation of the presentation for the public defense of the bachelor's thesis.		
<i>The content of the activities will be in accordance with the theme chosen for the bachelor's thesis</i>		

Bibliography

Bibliography recommended by the teacher for the completion of the bachelor's thesis in accordance with the chosen theme.

Bachelor's thesis preparation guide

9. Corroboration of course contents with the expectations of the epistemic community's significant representatives, professional associations and employers in the field of the academic programme

The contents of the discipline are adapted to the current needs of employers, contributing to the completion and deepening by the students of the study program Economics of Commerce, Tourism and Knowledge Services, the familiarization with how to apply in the patrimonial units the theoretical knowledge, acquired in the educational process, and the formation of new practical skills.

10. Assessment

Activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percentage of final grade
10.4 Practice	Appropriate use of concepts and theories specific to the subject matter. Realization of a theoretical-applicative research project corresponding to the field of bachelor's degree	<i>Oral examination</i>	50%
		Final paper	50%

10.6 Minimum performance standard: obtaining a minimum grade of 5

- The paper meets the writing requirements.
- The theoretical notions are presented on the basis of the correctly cited literature.
- The collection, analysis and interpretation of empirical data was carried out using a correct and appropriate methodology.
- The conclusions of the research are logical and relevant to the approached topic.

Fill in date
14.09.2024

Tutor signature
Assisant. PhD. Ciolomic Ioana-Andreea

Approval date in the department
16.09.2024

Department director's signature
PhD. Assoc.Prof. Maican Silvia