SYLLABUS [1]

THIS COURSE UNIT IS TAUGHT IN ROMANIAN LANGUAGE

1. Information about the program

1.1 Higher education institution	Politehnica University of Timisoara
1.2 Faculty[2]/ Department [3]	Management in Production and Transportation/Management
1.3 Chair	—
1.4 Field of study (name/code[4])	Administrative sciences / 10
1.5 Study cycle	Bachelor
1.6 Study program (name/code/qualification)	Public Administration / 10 / L4020105010

2. Information about the discipline

2.1 Name of discipline/ formative category[5]	Scientific research methodology						
2.2 Coordinator (holder) of course activities	Prof. Claudiu Albulescu						
2.3 Coordinator (holder) of applied activities[6]	Prof. Claudiu Albulescu						
2.4 Year of study[7]	1	**2.5** Semester	1	**2.6** Type of evaluation	D	**2.7** Type of discipline[8]	DI

3. Total estimated time – hours / semester: direct teaching activities (fully assisted or partly assisted) and individual training activities (unassisted) [9]

3.1 Number of fully assisted hours / week	2 of which:	**3.2** course	1	**3.3** seminar / laboratory / project	1
3.1* Total number of fully assisted hours / semester	28 of which:	**3.2*** course	14	**3.3*** seminar / laboratory / project	14
3.4 Number of hours partially assisted / week	of which:	**3.5** training		**3.6** hours for diploma project elaboration	
3.4* Total number of hours partially assisted / semester	of which:	**3.5*** training		**3.6*** hours for diploma project elaboration	
3.7 Number of hours of unassisted activities / week	3,36 of which:	additional documentary hours in the library, on the specialized electronic platforms and on the field			1
		hours of individual study after manual, course support, bibliography and notes			1
		training seminars / laboratories, homework and papers, portfolios and essays			1,36
3.7* Number of hours of unassisted activities / semester	47 of which:	additional documentary hours in the library, on the specialized electronic platforms and on the field			14
		hours of individual study after manual, course support, bibliography and notes			14
		training seminars / laboratories, homework and papers, portfolios and essays			19
3.8 Total hours / week [10]	7.14				
3.8* Total hours /semester	75				
3.9 Number of credits	3				

4. **Prerequisites** (where applicable)

4.1 Curriculum	•

[1] The form corresponds to the Discipline File promoted by OMECTS 5703 / 18.12.2011 and to the requirements of the ARACIS Specific Standards valid from 01.10.2017.
[2] The name of the faculty which manages the educational curriculum to which the discipline belongs
[3] The name of the department entrusted with the discipline, and to which the course coordinator/holder belongs.
[4] The code provided in HG no.140 / 16.03.2017 or similar HGs updated annually shall be entered.
[5] Discipline falls under the educational curriculum in one of the following formative disciplines: Basic Discipline (DF), Domain Discipline (DD), Specialist Discipline (DS) or Complementary Discipline (DC).
[6] Application activities refer to: seminar (S) / laboratory (L) / project (P) / practice/training (Pr).
[7] Year of studies in which the discipline is provided in the curriculum.
[8] Discipline may have one of the following regimes: imposed discipline (DI), optional discipline (DO) or optional discipline (Df).
[9] The number of hours in the headings 3.1 *, 3.2 *, ..., 3.8 * is obtained by multiplying by 14 (weeks) the number of hours in headings 3.1, 3.2, ..., 3.8. The information in sections 3.1, 3.4 and 3.7 is the verification keys used by ARACIS as: (3.1) + (3.4) ≥ 28 hours / wk. and (3.8) ≤ 40 hours / wk.
[10] The total number of hours / week is obtained by summing up the number of hours in points 3.1, 3.4 and 3.7.

4.2 Competencies	•

5. Conditions (where applicable)

5.1 of the course	• Amphitheater, Support materials: laptop, video-projector
5.2 to conduct practical activities	• Support materials: laptop, video-projector, whiteboard

6. Specific competencies acquired through this discipline

Specific competencies	• C1.1 Description of the main concepts, theories, methodologies and procedures used in the organization and functioning of administrative structures. • C6.2 Choosing the most appropriate solving techniques and tools to combat problems in public administration, in accordance with the generating causes
Professional competencies ascribed to the specific competencies	• C1 Use of concepts and fundamental principles of organization and functioning of administrative structures for professional insertion in public and / or private institutions. • C6 Identify, analyze and solve problems in public administration, cooperatively, flexibly and efficiently
Transversal competencies ascribed to the specific competencies	• CT2 Applying group relationship techniques, learning and exercising specific roles in teamwork, by developing interpersonal communication skills.

7. Objectives of the discipline (based on the grid of specific competencies acquired - pct.6)

7.1 The general objective of the discipline	• The general objective of the discipline is to familiarize students with the approach of scientific research applied to administrative sciences
7.2 Specific objectives	• To initiate students in the application of the research approach in the social sciences • To help students develop critical thinking, identify valid information resources, synthesize ideas and contribute to the stage of knowledge • Facilitate students' understanding of the process of generating and writing a scientific paper.

8. Content [11]

8.1 Course	Number of hours	Teaching methods [12]
C I - Introductory concepts: 1.1. Scientific knowledge; 1.2. Methods and types of research in the social sciences; 1.3. Formulation of the issue; 1.4. Hypothesis testing; 1.5. Research ethics.	2	PPT presentations, discussions, e-learning materials, explanations, examples,
C II - Research in the field of public administration: 2.1. The need and implications of research activity in public administration; 2.2. Peculiarities of research in the field of public administration; 2.3. Identifying research topics.	2	
C III - Bibliographic documentation: 3.1. Information sources; 3.2. Search terms; 3.3. Search engines and filters; 3.4. Electronic	2	

[11] It details all the didactic activities foreseen in the curriculum (lectures and seminar themes, the list of laboratory works, the content of the stages of project preparation, the theme of each practice stage). The titles of the laboratory work carried out on the stands shall be accompanied by the notation "(*)".
[12] Presentation of the teaching methods will include the use of new technologies (e-mail, personalized web page, electronic resources etc.).

resources.		
C IV - Quantitative analyzes used in the study of public administration: 4.1. Database; 4.2. Descriptive analysis; 4.3. variables; 4.4. Elementary quantitative analyzes.	2	
C V - Qualitative analyzes used in the study of public administration: 5.1. The SWOT analysis; 5.2. Questionnaire technique; 5.3. Generation of indices.	2	
C VI - Analysis of public policies: 6.1. Types of analyzes; 6.2. Program evaluation.	2	
C VII - Scientometry: 7.1. Culture of scientific publications; 7.2. International databases; 7.3. Research rankings.	2	
.		

Bibliography [13] 1. Albulescu, C.T. (2020). Scientific research methodology: course notes (in Romanian)
2. Bairagi, V., Munot, M.V. (2019), Research Methodology: A Practical And Scientific Approach, CRC Press.
3. Ritchie, J., Lewis, J. (2003), Qualitative Research Practice: A Guide for Social Science Students and Researchers, SAGE Publications
4. Treiman, D.J. (2009), Quantitative Data Analysis: Doing Social Research to Test Ideas (Research Methods for the Social Sciences), Jossey-Bass.
5. Vinkler, P. (2010), The Evaluation of Research by Scientometric Indicators, Chandos Publishing

8.2 Applied activities [14]	Number of hours	Teaching methods
The structure of research reports	2	Resuming concepts, posting formulas, solving applications on the board
How we identify research subjects?	1	
Research report 1	2	
Research report 2	2	
Research report 3	2	
Research report 4	2	
Research report 5	2	
Test	1	

Bibliography [15] 1. Albulescu, C.T. (2020). Scientific research methodology: course notes (in Romanian)
2. Bairagi, V., Munot, M.V. (2019), Research Methodology: A Practical And Scientific Approach, CRC Press.
3. Ritchie, J., Lewis, J. (2003), Qualitative Research Practice: A Guide for Social Science Students and Researchers, SAGE Publications
4. Treiman, D.J. (2009), Quantitative Data Analysis: Doing Social Research to Test Ideas (Research Methods for the Social Sciences), Jossey-Bass.
5. Vinkler, P. (2010), The Evaluation of Research by Scientometric Indicators, Chandos Publishing

9. Corroboration of the content of the discipline with the expectations of the main representatives of the epistemic community, professional associations and employers in the field afferent to the program

- Scientific research methodology is an indispensable discipline for the development of critical thinking and the implementation of studies applied to the field of administrative sciences. Institutional, quantitative or qualitative analyzes are mandatory in a modern public administration system.

10. Evaluation

Type of activity	**10.1** Evaluation criteria [16]	**10.2** Evaluation methods	**10.3** Share of the final grade

[13] At least one title must belong to the discipline team and at least one title should refer to a reference work for discipline, national and international circulation, existing in the UPT library.
[14] Types of application activities are those specified in footnote 5. If the discipline contains several types of applicative activities then they are sequentially in the lines of the table below. The type of activity will be in a distinct line as: "Seminar:", "Laboratory:", "Project:" and / or "Practice/training".
[15] At least one title must belong to the discipline team.
[16] Syllabus must contain the procedure for assessing the discipline, specifying the criteria, methods and forms of assessment, as well as specifying the weightings assigned to them in the final grade. The evaluation criteria shall be formulated separately for each activity foreseen in the curriculum (course, seminar, laboratory, project). They will also refer to the forms of verification (homework, papers, etc.)

10.4 Course	Theoretical subjects	Written and / or oral exam	50%
10.5 Applied activities	**S:** Test, Research reports.	Quiz, oral presentations,	40%
	L:		
	P[17]**:**		
	Pr:		
10.6 Minimum performance standard (minimum amount of knowledge necessary to pass the discipline and the way in which this knowledge is verified [18])			
• To obtain the grade 5 it is necessary to understand the basic principles of the research activity and to develop a research report.			

Date of completion	**Course coordinator (signature)**	**Coordinator of applied activities (signature)**
	……	……
Head of Department (signature)	**Date of approval in the Faculty Council** [19]	**Dean (signature)**
……		……

[17] In the case where the project is not a distinct discipline, this section also specifies how the outcome of the project evaluation makes the admission of the student conditional on the final assessment within the discipline.

[18] It will not explain how the promotion mark is awarded.

[19] The endorsement is preceded by the discussion of the board's view of the study program on the discipline record.