

UNIVERSITY OF ECONOMICS - VARNA
FACULTY OF ECONOMICS
DEPARTMENT OF INDUSTRIAL BUSINESS AND LOGISTICS

Adopted by the FC (record № 11/ 25. 04. 2024)

Adopted by the DC (record № 9/ 16. 04. 2024)

ACCEPTED BY:

Dean:

(Assoc. Prof. Denka Zlateva PhD)

SYLLABUS

SUBJECT: GRADUATE SEMINAR

DEGREE PROGRAMME: Business and Management; BACHELOR'S DEGREE

YEAR OF STUDY: 4; SEMESTER: 7 and 8

TOTAL STUDENT WORKLOAD: 150 hours; incl. curricular 60 hours

CREDITS: 5

DISTRIBUTION OF STUDENT WORKLOAD ACCORDING TO THE CURRICULUM

<i>TYPE OF STUDY HOURS</i>	WORKLOAD, hours	TEACHING HOURS PER WEEK, hours
CURRICULAR: incl.		
• LECTURES	30	1
• SEMINARS / LAB. EXERCISES	30	1
EXTRACURRICULAR	90	-

Prepared by:

1.
(Assoc. Prof. Petya Dankova PhD)

2.
(Assoc. Prof. Plamen Pavlov PhD)

Head of department
of Industrial Business and Logistics:
(Assoc. Prof. Plamen Pavlov PhD)

I. ANNOTATION

This course aims to provide students with the methodological and practical skills for independent academic research in the field of business and management. Students learn how to undertake preliminary research in order to identify the problem of scientific research, how to define their research aim, how to collect the necessary literature sources and work with them, how to develop the plan of a scientific paper and its structure, how to carry out theoretical research, how to collect and process empirical data, how to conduct empirical research, and how to present their research findings.

In this course the following key competences are acquired and developed:

- language competence - developing the skills of reading and writing and the correct understanding of written information; developing the ability to formulate and express one's own arguments orally and in writing in a persuasive manner appropriate to the context; developing the skills of working with information and texts;

- digital competence - creating presentations; working with spreadsheets; ability to search and find relevant information;

- mathematical competence - formulating solutions; developing the ability to use and apply formulae, models, concepts; working with statistical data.

II. THEMATIC CONTENT

№	TITLE OF UNIT AND SUBTOPICS	NUMBER OF HOURS		
		L	S	L.E.
Theme 1. PRELIMINARY STUDIES TO IDENTIFY A RESEARCH PROBLEM		2	2	
1.1.	Nature and characteristics of preliminary studies			
1.2.	Types of preliminary studies			
1.3.	Techniques to identify a research problem			
1.4.	Formulation and scoping of the research problem			
1.5.	Formulating research questions for coursework and identifying research supervisors			
Theme 2. COLLECTION OF LITERATURE SOURCES AND PREPARATION OF BIBLIOGRAPHY		2	2	
2.1.	Techniques of obtaining monographic literature			
2.2.	Techniques of collecting periodical literature sources			
2.3.	Techniques of obtaining Internet sources			
2.4.	Basic rules for the preparation of a bibliography			
2.5.	Presenting the bibliography			
Theme 3. WORKING WITH LITERATURE SOURCES, PROCESSING AND DEVELOPING SCIENTIFIC IDEAS		2	2	
3.1.	Techniques and rules for working with sources			
3.2.	Identifying and developing research theses and ideas			
3.3.	Presenting research theses and ideas			
Theme 4. DEVELOPING THE PLAN AND STRUCTURE OF THE SCIENTIFIC REPORT		4	4	
4.1.	Approaches and techniques for preparing plans and developing the structure of a scientific report			
4.2.	Scope and structure of the scientific report			
4.3.	Defending the plan and structure of a scientific report			
Theme 5. ORGANISATION OF THEORETICAL RESEARCH		6	6	
5.1.	Systematising and developing theoretical research			
5.2.	Methodology of preparing a theoretical paper			

5.3.	Presentation of the paper			
Theme 6. ORGANISATION OF EMPIRICAL RESEARCH		7	7	
6.1.	Developing an empirical research methodology			
6.2.	Collecting empirical information			
6.3.	Systematising and processing empirical information			
6.4.	Reporting key trends and findings			
Theme 7. ORGANISATION OF THE WORK ON THE MANUSCRIPT		7	7	
7.1.	Basic rules and requirements for working on the scientific report manuscript			
7.2.	Systematising and structuring the manuscript			
7.3.	Stylistic and technical layout of the manuscript			
7.4.	Defence of the course work			
Total:		30	30	

III. FORMS OF CONTROL:

№	TYPE AND FORM OF CONTROL	Number	extracurricular, hours
1.	Midterm control		
1.1.	Defence of the course work plan	1	15
1.2.	Defence of the course work's theoretical study	1	20
1.3.	Defence of the course work's empirical study	1	25
Total midterm control:		3	60
2.	Final term control		
2.1.	Examination (defence of the course work)	1	30
Total final term control:			
Total for all types of control:		4	90

IV. LITERATURE

REQUIRED (BASIC) LITERATURE:

1. Murray, R. (2011). *How to write a thesis*. 3rd rd. McGraw-Hill Education
2. Winkler A.C. and Metherell, J.R. (2012). *Writing the Research Paper: A Handbook*. 8th ed. Cengage Learning.

RECOMMENDED (ADDITIONAL) LITERATURE:

1. Bailey, S. (2018). *Academic writing: A Handbook for International Students*. Routledge
2. Whitaker, A. (2009). *A Step-by-Step Guide to Writing Academic Papers*. City University of Seattle