COURSE SYLLABUS

1. Information about the programme

1.1 Higher Education Institution	West University of Timisoara
1.2 Faculty	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 Programme	

2. Discipline data

2.1 Course name	Academic Writing						
2.2 Course coordinator	Stefana Maria DIMA, Senior Researcher, PhD, Habil.						
2.3 Seminar coordinator							
2.4 Year of study	1	2.5 Semester	1	2.6 Type of assessment	E[1]	2.7 Type of discipline	opt.

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

3.1 Number of hours per week	2	From which: 3.2 course	2	3.3 seminar	
3.4 Total hours in the curriculum	28	From which: 3.5 course	28	3.6 seminar	

Distribution of time:	hours.
Study based on instructions, course materials, bibliography and notes	62
Additional documentation library, specialized electronic platforms/field	40
Training for seminars/laboratories, homework, essays, portfolios and essays	50
Tutoring	20
Examinations	
Other activities	

3.7 Total hours of private study	172
3.8 Total hours per semester	200
3.9. Number of credits	8

4. Prerequisites (where applicable)

4.1 of curriculum	●
4.2 of competencies	●

5. Conditions (where applicable)

5.1 of the course	● Face to face/online, course hand-outs, case studies, e-learning platform
5.2 to lead the seminar	●

[1] According to article 37, paragraph (1) of the Higher Education Law no. 199/2023, with subsequent amendments and additions, "the academic success of a student during a study program is determined by verifying the acquisition of the expected learning outcomes through exam-type evaluations and evaluation throughout the semester".

6. Discipline objectives - expected learning outcomes which contribute to the completion and passing the discipline

Knowledge	C6. Knowledge of the structure of scientific articles, scientific writing standards, publication standards and the peer-review process C8. Knowledge of the organization of the academic research process and research-related activities C9. Knowledge of scientific communication and national or international conference norms
Abilities	A6.1 Writing manuscripts according to current academic standards A6.2. Going through the editorial process in internationally recognized scientific journals A8.2. Developing academic management skills and career counseling A9. Developing presentation and argumentation skills (dissemination of scientific results)
Responsibility and autonomy	RA6 Ensuring integrity in publishing, avoiding plagiarism, self-plagiarism and artificial intelligence-based text generation practices RA8.1. Responsibility in carrying out independent work, integrating feedback from students or the scientific supervisor RA8.2. Involvement and carrying out the responsibilities in the academic community RA9.1 Autonomy in presenting one's own research RA9.2 Responsibility in disseminating results

7. Contents

7.1 Course	**Teaching methods**	**Observations**
Background to writing in Economics & Business	lectures; interactive discussions	Specificities of academic writing
The Writing Process in Economics & Business	lectures; interactive discussions	Discussing writing models
Reading methods & finding suitable sources	lectures; interactive discussions	How to critically read the bibliography
Critical thinking & academic writing in the era of AI	lectures; interactive discussions; Case studies, webcasts, videos	The essential role of critical thinking in the context of LLMs and other AI tools
Avoiding plagiarism	lectures; interactive discussions	Basic principles, paraphrasing, summarizing, etc.
Mind mapping & brainstorming	lectures; interactive discussions	Templates, exercises
Effective Note-making	lectures; interactive discussions	Templates, exercises
Organizing references and quotations	lectures; interactive discussions	Tools and styles
Paper structure vs thesis contents	lectures; interactive discussions	Building up the argumentation

Re-writing and proof-reading	lectures; interactive discussions	Discussing instances in which re-writing and proof-reading is required
Basic Elements of writing	lectures; interactive discussions	Includes: vocabulary essentials, the language of discussion, the language of cause and effect, the language of numbers
Components of academic style	lectures; interactive discussions	In-class and out-of-class examples/exercises
Accuracy in academic writing	lectures; interactive discussions	In-class and out-of-class examples/exercises
Communication of science	lectures; interactive discussions; Case studies, webcasts, videos	Writing and communicating reports, articles, conference papers, etc.

Bibliography:

1. Bailey, Stephen (2015), Academic Writing: A Handbook For International Students, 4th Ed., London and New York: Routledge.
2. Dima, Stefana (2021), Academic Writing in English - notes, ECREB e-Courses, June
3. 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
4. Plamen Nikolov (2013), Writing Tips For Economics Research Papers, Harvard University, June 10.
5. Paltridge B. and S. Starfield (2020), Issues in thesis and dissertation writing in English as a second language Ch.8 in “A Practical Guide to Academic Writing for International Students”, Routledge Freebook
6. https://www.monash.edu/student-academic-success
7. https://www.kuleuven.be/english/stuvo/study-support/academic-skills
8. https://oerc.ox.ac.uk/ai-centre/generative-ai-tools
9. https://libguides.library.cityu.edu.hk/researchmethods/key
10. https://libguides.csu.edu.au/review/Systematic

7.2 Seminar	**Teaching methods**	**Observations**

Bibliography:

8. 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.

9. Evaluation

Type of activity	9.1 Evaluation criteria	9.2 Evaluation methods	9.3 Percentage of the final mark
9.4 Course	Systematic assessment during the semester	Answers to questions raised during the debates, responses to exercises during the semester, writing tasks	100%
9.5 Seminar			
9.6 Minimum performance standards:			
• Basic understanding of the main concepts addressed in the course			

Date of completion:

18.09.2025

Titular of the discipline:

ŞTEFANA MARIA DIMA

Date of approval in the department:

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Head of the Department

PETRU MARIN ȘTEFEA