

Syllabus

1. Programme information

1.1. Institution	THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
1.2. Faculty	International Business and Economics
1.3. Departments	Department of Modern Languages and Business Communication
1.4. Field of study	Applied modern languages
1.5. Cycle of studies	Licence
1.6. Education type	Full-time
1.7. Study programme	Applied Modern Languages
1.8. Language of study	Romanian, English, French
1.9. Academic year	2024-2025

2. Information on the discipline

2.1. Name	Academic Communication and Study Skills								
2.2. Code	24.0223IF1.1-0001								
2.3. Year of study	1	2.4. Semester	1	2.5. Type of assessment	Exam	2.6. Status of the discipline	O	2.7. Number of ECTS credits	4
2.8. Leaders	C(C)	conf.univ.dr. ȘERBAN-OPRESCU Anca-Teodora				teodora.oprescu@rei.ase.ro			
	S(S)	conf.univ.dr. CIUBĂNCAN Magdalena				magdalena.ciubancan@rei.ase.ro			

3. Estimated Total Time

3.1. Number of weeks	14.00
3.2. Number of hours per week	3.00 of which
	C(C) 1.00
	S(S) 2.00
3.3. Total hours from curriculum	42.00 of which
	C(C) 14.00
	S(S) 28.00
3.4. Total hours of study per semester (ECTS*25)	100.00
3.5. Total hours of individual study	58.00
<i>Distribution of time for individual study</i>	
Study by the textbook, lecture notes, bibliography and student's own notes	10.00
Additional documentation in the library, on specialized online platforms and in the field	20.00
Preparation of seminars, labs, assignments, portfolios and essays	10.00
Tutorials	5.00
Examinations	5.00
Other activities	8.00

4. Prerequisites

4.1. of curriculum	Level of English B1-B2 CEFR framework
4.2. of competences	

5. Conditions

for the C(C)	Rooms with internet access and multimedia equipment or online. Students are not allowed to use their mobile op\phones during classes Students are not to be late for class
for the S(S)	Seminars require rooms with internet access or online. Seminar attendance is mandatory. Assignments and other seminar task are compulsory. Plagiarism is forbidden. Students are not allowed to use their mobile op\phones during classes Students are not to be late for class

6. Acquired specific competences

PREFESSIONAL	C3	Adequate use of generally applicable documentation, information search, classification and storage techniques, adequate use of information resources (electronic dictionaries, databases), basic competences in text editing and correction, use of computer text editing programs and of document archiving techniques;
PREFESSIONAL	C6	Communication in multilingual professional contexts requiring linguistic and cultural integration, negotiation and mediation;

7. Objectives of the discipline

7.1. General objective	Setup of flexible learning circumstances that develop a set of essential and transferable skills in an academic context in order to promote student success in the academic environment.
7.2. Specific objectives	Understanding the aspects and requirements of academic life for the student's personal and professional development in the academic environment. Discovering and learning the concepts and strategies that are specific to the process of scientific research. Developing academic presentation skills based on applying the knowledge achieved.

8. Contents

8.1. C(C)		Teaching/Work methods	Recommendations for students
1	Understanding academic culture Transitioning to life in the university environment	Student centered lecturing encouraging reasoning and interaction Lecture Example-based discussions	Participation in proposed activities and ensuing discussions
2	University as institution and university professors Task and time management	Lecture Example-based discussions	Participation in proposed activities and ensuing discussions
3	Dynamics of lecturing-learning processes. Critical thinking in academic study and communication	Lecture Example-based discussions	Participation in proposed activities and ensuing discussions
4	Research as knowledge building type of activity. Structure and communicative aims of research reports	Lecture Example-based discussions	Participation in proposed activities and ensuing discussions
5	Critical analysis of academic texts; key questions for a scientific endeavor. Research skills: avoiding plagiarism, paraphrasing, referencing	Lecture Example-based discussions	Participation in proposed activities and ensuing discussions
6	Presentations; content, visual support. Key elements of presentations at university and professional level	Lecture Example-based discussions	Participation in proposed activities and ensuing discussions
7	Adapting set of academic skills to professional settings	Lecture Example-based discussions	Participation in proposed activities and ensuing discussions

Bibliography

- Boje, David M, Narrative Methods for Organizational and Communication Research, 2001
- Brieger N., Comfort J, Developing Business Contacts, , Prentice Hall International , New York, 1993
- - Gillett, A, Hammond, A and Martala, M , Successful academic writing, Harlow: Pearson Education Ltd, London, 2009, Statele Unite ale Americii

8.2. S(S)		Teaching/Work methods	Recommendations for students
1	Key structures and concepts in the academic environment	Example analysis Writing activities Discussions	Ss-P interaction, Ss interaction in groups
2	Regulations and norms in academia. Institution and professor expectation at university level	Example analysis Discussions	Idem
3	Prioritizing, reasoning, assessment.	Example analysis Discussions	Idem
4	Group work; lectures and seminars; types of interaction	Example analysis Discussions	Idem
5	Key concepts and structure of research	Example analysis Discussions	Idem
6	Putting together a research report	Example analysis Writing	Idem
7	Argument structure	Example analysis Discussions	Idem
8	Research questions; Research hypothesis	Example analysis Writing	Idem
9	Techniques to avoid plagiarism; paraphrasing; how to reference	Example analysis Writing	Idem
10	Developing presentation skills. Analyze and exercise key components of a successful presentation	Example analysis Discussions	Idem
11	Exercise and evaluate key components of a successful presentation	Example analysis Discussions	Idem
12	Exercise and evaluate key components of a successful presentation	Oral presentation Feedback from teacher and peers. Self evaluation	Idem
13	Exercise and evaluate key components of a successful presentation	Oral presentation Feedback from teacher and peers. Self evaluation	Idem
14	Exercise and evaluate key components of a successful presentation	Oral presentation Feedback from teacher and peers. Self evaluation	Idem

Bibliography

- Morley, J, Doyle, P and Pople, I, University Writing Course, Newbury: Express Publishing, 2007, Statele Unite ale Americii
- Morley, J, Doyle, P and Pople, I , Words for Ideas, Express Publishing, 2007, Statele Unite ale Americii
- Gillett, A, Hammond, A and Martala, M , Successful academic writing, Pearson Education Ltd, 2009, Statele Unite ale Americii
- Durant, A & Fabb, N , How to Write Essays and Dissertations, Pearson Education Limited, 2005, Statele Unite ale Americii
- Academic Phrasebank, University of Manchester., www.phrasebank.manchester.ac.uk
- Zemach, D.&Rumisek, L, Academic writing: from paragraph to essay, Macmillan Education, 2005, Marea Britanie

9. Corroboration of the contents of the discipline with the expectations of the representatives of the epistemic community, of the professional associations and representative employers in the field associated with the programme

The content of the curriculum/ syllabus is based on the requirements of the labor market regarding the training of specialists in the field of Applied Modern Languages.

Permanent contact with representatives of professional associations in the field.
Discussion of discipline syllabus with Head of department

10. Assessment

Type of activity	Assessment criteria	Assessment methods	Percentage in the final grade
10.1. C(C)	Interaction and participation	Own assess and professor assess	10.00
10.2. S(S)	Interaction and participation	Frequency and quality of interaction are monitored	30.00
10.3. Final assessment	Oral exam	Evaluation of knowledge achieved during the semester.	60.00
10.4. Modality of grading	Whole notes 1-10		
10.5. Minimum standard of performance	The minimum passing grade is 5. Elaboration and oral presentation of a material during seminar classes		

Date of listing,
06/13/2026

Signature of the discipline leaders,

Date of approval in the
department

Signature of the Department Director,