



1. GENERAL INFORMATION			
1.1. Course teacher	Assoc. prof. Slavko Slišković, PhD	1.6. Year of the study programme	1 st
1.2. Name of the course	General Methodology	1.7. Credits (ECTS)	2
1.3. Associate teachers	Daniel Patafta, PhD	1.8. Type of instruction (number of hours L + S + E + e-learning)	10 hours Lectures + 5 hours exercises
1.4. Study programme (undergraduate, graduate, integrated)	Undergraduate Study Programme in Church Music	1.9. Expected enrolment in the course	55
1.5. Status of the course	obligatory	1.10. Level of application of e-learning (level 1, 2, 3), percentage of online instruction (max. 20%)	
2. COUSE DESCRIPTION			
2.1. Course objectives	The aim of the course is to introduce students into the skill of following the class and studying literature, preparing and taking exams. One of the additional aims is to qualify students for work in library as a necessary prerequisite for acquiring basic insights and experiences in writing professional and scientific texts: reports, papers, thematic papers and discussions. The final aim of the course is to help students as they are being introduced into the teaching process.		
2.2. Course enrolment requirements and entry competences required for the course			
2.3. Learning outcomes at the level of the programme to which the course contributes	To master the basics of the method of scientific work that will be of use to students during their studies and that consists of individual work, lectures and group work.		
2.4. Learning outcomes expected at the level of the course (4 to 10 learning outcomes)	Students will be able to: Work individually in the library; Write professional and scientific papers; Know literature and approach it in a purposeful way; Define an area of work, i.e. work topics; Work in a team; Gather and process materials; Critically approach the needed literature; Individually compile a seminar paper		
2.5. Course content broken down in detail by weekly class schedule (syllabus)	Familiarising with aims of the course Methodology of Scientific Work Active study and work in a group Library and work in a library (types of libraries, catalogues, access to catalogues, an example of a catalogues NSK) Book (elements of a book, what is ISBN and ISSN, the book as an autonomous printed work, non-autonomous printed work); Approach to writing a scientific work (instructions for references according to Bogoslovska Smotra, technical and methodological instructions, instructions on forms of writing footnotes) Approach to writing a scientific work (form, methodological and technical instructions) Types of literatures Plan for writing a seminar paper (selection of a topic, search for starting literature, gathering and processing of materials) Plan for writing a seminar paper (writing a scheme/outline and assortment of materials, writing of text – first working		



	draft, corrections and final processing) Plan for writing a seminar paper (final processing of a text – linguistically – stylistic, terminological, technical, and polishing); The final few classes are intended for review through exercises and individual tasks.					
2.6. Format of instruction:	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> exercises <input type="checkbox"/> on line in entirety <input type="checkbox"/> partial e-learning <input type="checkbox"/> field work	<input checked="" type="checkbox"/> independent assignments <input type="checkbox"/> multimedia and the internet <input type="checkbox"/> laboratory <input type="checkbox"/> work with mentor <input type="checkbox"/> (other)	2.7. Comments: Classes will be conducted through lectures and exercises in the classroom, as well as individual tasks that will be performed by students at home (written papers for exercise related to previously covered units)			
2.8. Student responsibilities	It is expected of students to regularly attend classes and to work on their individual tasks that need to be done in the written form. These are meant to be exercises related to previously covered unit.					
2.9. Screening student work (<i>name the proportion of ECTS credits for each activity so that the total number of ECTS credits is equal to the ECTS value of the course</i>)	Class attendance	0,5	Research		Practical training	0,5
	Experimental work		Report		(other)	
	Essay		Seminar essay		(other)	
	Tests		Oral exam		(other)	
	Written exam	1	Project		(other)	
2.10. Grading and evaluating student work in class and at the final exam	Class attendance -20% Practical work– 30 % Written exam – 50 %					
2.11. Required literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media	
	M. ŠAMIĆ, <i>Kako nastaje naučno djelo</i> , Sarajevo, 1990.					
	R. ZELENKA, <i>Metodologija i tehnologija izrade znanstvenog i stručnog djela</i> , Rijeka 1998.					
2.12. Optional literature (at the time of submission of study programme proposal)	M. ŽUGAJ, <i>Metodologija znanstvenoistraživačkog rada</i> , Varaždin 1997.; H. PAVIĆ, <i>Znanstvene informacije</i> , Zagreb, 1980.; T. SALITREŽIĆ, M. ŽUGAJ, <i>Uvod u znanstvenoistraživački rad</i> , Varaždin, 1977.					
2.13. Quality assurance methods that ensure the acquisition of exit competences						
2.14. Other (as the proposer wishes to add)						