

1. GENERAL INFORMATION				
1.1. Course teacher	Assist. Prof. Daniel Patafta, PhD		1.6. Year of the study programme	1
1.2. Name of the course	General Methodology		1.7. Credits (ECTS)	2
1.3. Associate teachers			1.8. Type of instruction (number of hours L + S + E + e-learning)	15 L
1.4. Study programme (undergraduate, graduate, integrated)	integrated		1.9. Expected enrolment in the course	90
1.5. Status of the course	Compulsory		1.10. Level of application of e-learning (level 1, 2, 3), percentage of online instruction (max. 20%)	
2. COURSE DESCRIPTION				
2.1. Course objectives	This course is an introduction how to observe and study literature, how to prepare and successfully accomplish examinations. One of the objectives of the course is to capacitate students to work in libraries as a vital precondition to mediate fundamental realisation and experience in producing expert and scientific texts: notes, essays, topical elaborations and discussions. The final objective is to help students how best to utilise the benefits of the study 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 learn the fundamental methods of scientific articles which will be used during studies and which consist of individual assignments, lectures and group work.			
2.4. Learning outcomes expected at the level of the course (4 to 10 learning outcomes)	<p>Students will be competent to:</p> <ul style="list-style-type: none"> • Independently work in a library • Write expert and scientific articles • Be familiar with and have a targeted approach toward literature • Define fields of articles according to their theme • Team work • Collect and analyse material • Critically approach relevant literature • Independently write seminar essays 			
2.5. Course content broken down in detail by weekly class schedule (syllabus)	<ol style="list-style-type: none"> 1. Introduction to the course objectives 2. Active studying and working in groups 3. Library and working in the library (types of libraries, catalogues, approach to catalogues, example of catalogue – National University Library) 4. Books (elements of books what is ISBN and ISSN, books as autonomous printed works, non-autonomous printed works) 5. How to prepare a scientific article (instructions for references according to the Bogoslovska smotra, technical and methodological instructions, instructions on how to write reference notes) 6. Approach to preparing a scientific article (form, methodological and technical instructions) 7. Type of literature 8. Plan to prepare a seminar essay (choice of topic, searching for relevant literature, collecting material and analysis) 9. Plan to produce a seminar (preparation of scheme/draft and distributing material, writing the text – first draft, corrections and amendments, refining) 			

DETAILED PROPOSAL OF THE STUDY PROGRAMME

	10. Plan to prepare a seminar (final polish up of text – language – style, terminology and technique, last touches to manuscripts)					
	11. The last few lectures are dedicated to test knowledge through exercises and independent assignments.					
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:			
				The course will be presented at lectures and exercises conducted during lectures, independent assignments that students complete at home (written assignments for practical training relating to the topic discussed)		
2.8. Student responsibilities	Students are expected to regularly attend lectures and complete independent written assignments and set exercises for each topical 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	yes	Research		Practical training	yes
	Experimental work		Report		(other)	
	Essay		Seminar essay		(other)	
	Tests		Oral exam		(other)	
	Written exam	yes	Project		(other)	
2.10. Grading and evaluating student work in class and at the final exam	Attendance to lectures -20% Practical work – 30 % Written examination – 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)						