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|  **UNIVERSITY OF NIŠ** |
| **Course Unit Descriptor** | **Faculty** | **Faculty of Philosophy** |
| **GENERAL INFORMATION** |
| Study program  | **Russian language and literature**  |
| Study Module (if applicable) |  |
| Course title | The technique of scientific work |
| Level of study | ☐Bachelor ☐ Master’s ☐ Doctoral |
| Type of course | ☐ Obligatory☐ Elective |
| Semester  | ☐ Autumn ☐Spring |
| Year of study  | I |
| Number of ECTS allocated | 5 |
| Name of lecturer/lecturers | Irena Arsić, Assistant Professor, PhD |
| Teaching mode | ☐Lectures ☐Group tutorials ☐ Individual tutorials☐Laboratory work ☐ Project work ☐ Seminar☐Distance learning ☐ Blended learning ☐ Other |
| **PURPOSE AND OVERVIEW (max. 5 sentences)** |
| Implies the preparing of the participants for the scientific work writing, throughout all its phases, starting with the topic selection and finishing with the text submission for publication. This process of informing-training includes the familiarization with the basic concepts of science about the book, archival science, library science and printing. |
| **SYLLABUS (brief outline and summary of topics, max. 10 sentences)** |
| 1. The technique of scientific work - the purpose, problems; 2. Letter; 3. The manuscript; 4. Book; 5. Printing; 6.Archival science; 7. Libraries and library science; 8. Bibliography; 9. References and their main types; 10. The theme of the work - the selection and formulation; 11. Material collection of materials and the search for documentation; 12. Writing the work; 13. Documentary base of written work; 14. The style of academic and scientific papers; 15 Lector and corrector jobs; Technical editing of the manuscript. |
| **LANGUAGE OF INSTRUCTION** |
| ☐Serbian (complete course) ☐ English (complete course) ☐ Other \_\_\_\_\_\_\_\_\_\_\_\_\_ (complete course)☐Serbian with English mentoring ☐Serbian with other mentoring \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **ASSESSMENT METHODS AND CRITERIA** |
| **Pre exam duties** | **Points** | **Final exam** | **points** |
| **Activity during lectures** | **10** | **Written examination** | **30** |
| **Practical teaching** | **30** | **Oral examination** | **30** |
| **Teaching colloquia** |  | **OVERALL SUM** | **100** |
| **\*Final examination mark is formed in accordance with the Institutional documents** |