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Course Package

« The methodology and research ethics »

Work Package	WP3: Development of Course Materials for the Reformed MA Programmes, Deliverable 3.1 Master's program: Financial and Banking Administration
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1. General information about the course

Explanation: Please fill in the table below.

Title of the course (as specified in the reformed curriculum)	The methodology and research ethics
Name of the teacher	Ph.D. Corneliu Gutu
Novelty of the course (please select as appropriate)	This course is an updated and revised version of a course which already existed in the curriculum
Year of the course in the curriculum	YEAR the 2st
Semester of the course in the curriculum	The 3rd semester
Language of instruction of the course	Romanian/ English
Number of ECTS credits	5

2. Learning outcomes of the course

Explanation: Please specify the learning outcomes of the course.

Any science requires a permanent concern for scientific research. In this context, the methodology and ethics of economic research is an integral part of the research process in general, with the highlighting of the specific for the field of economic sciences. The course "Research methodology and ethics" offers competencies necessary for the elaboration of the master's thesis, its writing and its public support. In order to have a scientific character, the master's thesis must have a well-defined object, which will be researched through a personalized optics based on the bibliographic documentation, the collection of primary and secondary data, the correct analysis and interpretation, in compliance with the requirements of research ethics. The course provides research skills and academic writing, being indispensable to those who will continue their studies in cycle III, doctorate, or will engage in activities that involve performing analytical tasks

The objectives of the course are to develop and strengthen students' skills and competencies to conduct a research, write a research report, to initiate and finalize an independent research project or master's dissertation. For this the students are trained and familiarized with the concept of methodology for research projects, the components and stages of research, the value of bibliographic descriptions and the significance of the methodologies for a multidisciplinary or interdisciplinary research.

As a result of studying the course, the master student must be able to: a) to elaborate the graph for organizing the research and to know the content of each stage of scientific research; b) to apply efficient bibliographic documentation procedures; c) to correctly select the type and methods of research; d) to demonstrate primary data collection skills; e) to know the modalities of performing the quantitative and qualitative analysis of the collected data; f) to properly write the master's thesis and to properly communicate the results of the research carried out before the evaluation committee; g) to respect the ethical norms at all stages of the elaboration of the master's thesis..

LO Level	After competing this course master students should be able to
Applying	<ul style="list-style-type: none"> • Understanding the concept of research methodology. • Formulation of a research project. • Structuring of a research project. • Arguing the necessary components for a research project. • Writing a stage and graph for a research project • Respecting the intellectual property in the research process and excluding scientific plagiarism • Compliance with legal norms when citing bibliographic sources. • Arguing and testing an advanced hypothesis • Writing a bibliographic list as complex as possible • Conducting a multidisciplinary or interdisciplinary research project • Development of research skills, strengthening of techniques and tools for conducting a research project.
Analysing	<ul style="list-style-type: none"> • Searching and selecting bibliographic references corresponding to the theme of the research project. • Searching and selecting recognized academic databases and sources.
Evaluating	<ul style="list-style-type: none"> • Collecting and processing of primary and secondary statistical data. • Using of quantitative and qualitative methods corresponding to the theme of the research project. • Using of facts and calculations confirmed in the argumentation of a hypothesis.

Master students will gain new skills and abilities in this way

1. Transversal competences (general knowledge, skills or competences): a) self-evaluation from the perspective of new opportunities or adapting to new situations / conditions, b) identifying new areas of personal development for the diversification and enrichment of professional skills; c) obtaining working experiences with digital databases and computing; d) consolidation of English knowledge when processing international databases.

2. Professional competencies: a) identification and use of modern research techniques and methods and interdisciplinary approach to economic phenomena; b) elaboration and implementation of a project, using theoretical and practical knowledge c) elaboration of reports and situations of economic research at micro and macro level, elaboration of projects, forecasts and other complex professional approaches based on modern concepts, theories and methods; d) advanced use of quantitative and qualitative research nodes for designing, developing and implementing strategies, economic policies at macro and micro level.

3. Syllabus of the course

Explanation: Please provide a detailed syllabus of the course (broken down in weeks) – maximum 2 pages

Title of the course: The methodology and research ethics
Semester: III
Number of ECTS credits: 5
Language of instruction: Romanian/ English
Type of course: optional
<p>Teaching methodology:</p> <p>The course is taught in groups, using the exposure method with the use of multimedia technology (computer). Practical lessons involve the use of student-centered methods and the way of working in a group, concrete methods and techniques of economic research are analysed, as well as ethical principles of data collection and presentation.</p> <p>A. Methods of communication:</p> <ul style="list-style-type: none"> ▪ oral communication methods: Expositive (affirmative) and interrogatory (conversational, dialog); ▪ communication methods based on internal language: personal reflection; ▪ written communication methods: reading; <p>B. Methods of Exploring Reality:</p> <ul style="list-style-type: none"> ▪ direct - direct exploration: systematic and independent observation; ▪ Middle-indirect exploration: demonstration, modeling; <p>C. Methods based on action (operational or practical):</p> <ul style="list-style-type: none"> ▪ methods based on case study, project or theme ▪ research-action, practical work; ▪ simulation / fiction based methods: gaming, learning on simulators; ▪ methods based on case study, project or theme ▪ scheduled training. <ul style="list-style-type: none"> ➤ Interactive-creative learning ➤ Brainstorming ➤ Blended learning, ➤ E-learning,
<p>Learning outcomes:</p> <ul style="list-style-type: none"> ▪ Applying methodological approaches based on research and comparative analysis; ▪ Applying the methods and techniques of analysis and research, financial forecasts for a correct and complex reporting; • Applying the qualitative and actitative research methods and techniques of economic processes; ▪ Creation and implementation of scientific methods for financial and banking decisions.
<p>Brief summary of course contents:</p> <p>The course Methodology and Research Ethics in the Specialization Area Finance and Banking administration is a comprehensive course in which the main methodological principles, theoretical and practical issues of conducting scientific research in the financial area are disclosed. The course forms scientific research skills, culture, system of knowledge, skills and abilities in the field of organization and implementation of scientific research, necessary for writing (working out) master's work and its subsequent protection.</p>
Main references and reading:

1. Saunders M. Research methods for business students/ M.Saunders, Ph.Lewis, A.Thornhill. 7th ed. Edinburgh gate, 2016
2. La Monaca, Paul, Ethics for the Tax Professional in 2017 and Circular 230 Issues, Michigan Society of Enrolled Agents, November, 2017
3. Flick, U. An introduction to qualitative research, fourth edition, London EC1Y ISP, SAGE Publications, 2009
4. Kothary, C. R. Research Methodology, Methods and techniques. Second revised edition. New age international publishes, 2004
5. Kumar, R. Research methodology, a step-by-step guide for beginners, SAGE Publications, third edition, 2011.
6. Jonker, J., Pennink, B., The Essence of Research Methodology: A Concise Guide for Master and Phd Students in Management Science., Springer, 2010.
7. Feuraș E., Pîșkina T. Metodologia cercetării economice Chișinău, AS EM, 2020
8. Șandor S. Metode și tehnici de cercetare în științele sociale.
<https://docplayer.net/21004557-Metode-si-tehnici-de-cercetare-in-stiintele-sociale-sorin-dan-sandor.html>
9. Сандерс М., Льюис Ф., Торнхилл Э. Методы проведения экономических исследований. М., ЭКМО, 2006

Form of assessment:

The current evaluation includes the evaluation of the activities related to the topic of the master's thesis

Current evaluation will be performed through: control papers – written tests;

Elaboration and submission of the product of individual work (individual or group project/ solution of tasks within the framework of the project) ;

Final examination in writing as a test.

Assessment as a result of seminars attending

Final assessment – written exam, which includes 2 subjects from the course studied. Each subject of the test includes tasks to: a) knowledge; b) application; c) integration.

The overall score will be determined as a weight expressed in % in the following way:

Current evaluation, formative assessment including the product of individual work – 60%;

Final evaluation (exam result) – 40%.

Teacher(s) of the course: Corneliu Gutu, Ph.D., associate professor

ADMINISTRATION OF THE DISCIPLINE

Code of discipline of the study plan	Title of the course	Responsible for discipline	Semester	Total hours				Assesmen	creditsNumber of ECTS	
				Total	inclusive					
					C	S	L	IW		
F.04.O.21.21/42/52	The methodology and research ethics	Corneliu Gutu	2	150	16	8	-	126	ex.	5

ORIENTAL TIMETABLE AND ORIENTAL DISTRIBUTION OF HOURS

Nr	Content units	Number of hours per week		
		Lecture	Seminars	Individual Work
1.	Scientific research: general aspects	2	1	10
2.	Bibliographic documentation: purpose and procedures	2	1	10
3.	Methodological research strategies	2	1	10
4.	General modalities of data collection	2	1	10
5.	Methods for analyzing the data collected in the field of Finance and Accounting of the bank (as a possible variant) of a questionnaire"	4	2	20
6.	Writing and supporting the master's thesis	4	2	66
Total		16	8	126

Sections and topics of the course

Sections and topics of the course	Lecture	Seminars
Theme 1. Scientific research: general aspects	2	1
What is a Research? Science and scientific research. The stages of scientific research. The research question and question Individual study: study of the minimum bibliography indicated.		
Theme 2. Bibliographic documentation: purpose and procedures	2	1
2.1 The typology and characteristics of bibliographic sources 2.2 Procedures for selecting and analyzing bibliographic sources 2.3 Integration of bibliographic information and writing of bibliographic synthesis 2.4 Ethical aspects of bibliographic documentation. Avoiding plagiarism. Individual study: "Identification of 15 bibliographic sources on the topic of the thesis"; "Summary of a text"		
Theme 3. Methodological research strategies	2	1
3.1. Formulation of the purpose and objectives of the original research 3.2. Launching the research hypothesis 3.3. Determining the type of applied research strategy 3.4. Selection of general and specific research methods Individual study: "Formulation of the purpose and research objectives for the topic of the master's thesis"; "Determining the type of strategies applied within the thesis: fundamental / applicative, exploratory / descriptive / causal; inductive / deductive approach "		
Theme 4. General modalities of data collection	2	1
4.1. Use of secondary data 4.2. Unstructured and structured observation 4.3. Interview and interview techniques 4.4. Survey: sampling techniques and questioning procedures 4.5. The particularities of the economic experiment 4.6. Ethical aspects of the data collection process Individual study: "Selecting the method of collecting the data specific to the master's thesis". "Critical analysis of a questionnaire"		
Theme 5. Methods for analyzing the data collected in the field of Finance and Accounting of the bank (as a possible variant) of a questionnaire)	4	2
Theme 6. Writing and supporting the master's thesis	4	2

4. Teaching methodology of the course

Explanation: Please explain the teaching methodology and pedagogical approaches of the course – maximum ½ page

In teaching the discipline are used both new interactive methods: case study, heuristic methods by which the student is stimulated to find solutions through the result of his own learning activity, interactive-creative learning, as well as traditional classical methods such as: description of research methodologies, explanation of phenomena and economic processes, representation of bibliographic databases, comparative analyzes.

The forms of organization of the course teaching consist of lectures, seminars, which guide the individual activity, the extra-university activity of the economic research. During the lectures are presented the methodological concepts, the methods and techniques of quantitative and qualitative research, the stages of carrying out a research project, etc. The purpose of the seminars is to examine the most important stages of a research project, to develop students' competences in the studied objects, to discuss case studies. During the seminar, the students are tested at the level of learning of the themes, the presentation of the individual paper (case study).

The case study is a method of explaining an authentic situation, taken as a typical example, representative of a set of situations.

5. Labour market relevance of the course

Explanation: Please explain the labour market relevance of the course (linked to findings of WP1) – maximum ½ page

The importance of the course "The methodology and research ethics in the specialization area of finance and banking administration" is dictated by the need to develop the skills and abilities of the master students with a new approach on the economic processes, with the application of the quantitative research methods in the market economy conditions.

The results and analysis of the stage WP 1, and the multiple meetings with the employers demonstrate that the most requested skills and competences specified by the employers are the following: data analysis and processing, presentation and argumentation of business proposals, knowledge of modern methods of analysis and reporting, etc.

The course allows the master's students to obtain the necessary knowledge regarding the research activity, which is an important component of the financial and banking analysis services in a modern market economy. This course provides the student with a theoretical and practical basis for the activity of economic analysis and research, thus forming the student's ability to elaborate a financial-banking analysis.

The course will create the necessary skills for the following occupational positions (according to the Classification of occupations in the Republic of Moldova): 1120 general managers and executive directors, 1211 financial service managers, 1213 managers of the departments of analysis, economic policies and planning, 1346 managers of the departments of financial and insurance services, 2412 specialists and financial and investment consultants, 4312 officials in the field of statistics, finance and insurance.

Permanent updating of the course modules in partnership with future employers will ensure the sustainability of the entire masters program.

6. Assessment and grading

Explanation: Please explain the form of assessment of the course – maximum ½ page

In order to evaluate the learning outcomes within the discipline, it is done:

1. Current evaluation - is conducted throughout the semester during courses, seminars, consultations. They are also rated on a scale of 1 to 10, which take place in pre-established periods in the annual academic calendar. The weight of the current assessment is 60% of the final grade.

2. Final assessment - is done through the written exam, using the institutional test, consisting of 2 subjects of tasks on 3 levels with different degree of complexity (knowledge, applied, integration). The weight of the mark on the exam is 40% of the final grade in the discipline.

3. Evaluation of the product of individual work - is done outside direct contact hours: at counselling hours or in the sessions of the student's academic seminar.

a) The final grade in the discipline is calculated according to the ASEM Academic Performance Evaluation Regulation: Semester grade (60%) + Examination note (40%)

b) Minimum requirements for promotion

- Obtaining the minimum promotion mark for the discipline (semester note);
- Obtaining the minimum mark for promotion at the course exam;
- Elaboration, presentation and support of individual work;

7. References

Explanation: Please provide the main references and recommended reading for the course – maximum 1 page

1. Saunders M. Research methods for business students/ M.Saunders, Ph.Lewis, A.Thornhill. 7th ed. Edinburgh gate, 2016
2. La Monaca, Paul, Ethics for the Tax Professional in 2017 and Circular 230 Issues, Michigan Society of Enrolled Agents, November, 2017
3. Flick, U. An introduction to qualitative research, fourth edition, London EC1Y ISP, SAGE Publications, 2009
4. Kothary, C. R. Research Methodology, Methods and techniques. Second revised edition. New age international publishes, 2004
5. Kumar, R. Research methodology, a step-by-step guide for beginners, SAGE Publications, third edition, 2011.
6. Jonker, J., Pennink, B., The Essence of Research Methodology: A Concise Guide for Master and Phd Students in Management Science., Springer, 2010.
7. Feuraș E., Pișkina T. Metodologia cercetării economice Chișinău, AS EM, 2020
8. Șandor S. Metode și tehnici de cercetare în științele sociale. <https://docplayer.net/21004557-Metode-si-tehnici-de-cercetare-in-stiintele-sociale-sorin-dan-sandor.html>
9. Сандерс М., Льюис Ф., Торнхилл Э. Методы проведения экономических исследований. М., ЭКСМО, 2006

8. Course assignments

Explanation: Please provide two assignments for the course (e.g. group work, project, essay, case study, homework).

8.1 Assignment 1

ACADEMY OF ECONOMIC STUDIES OF MOLDOVA
Master's School of Excellence in Economics and Business

Test on discipline " The methodology and research ethics " Year 2 Master

Topic I Scientific research: general aspects

I. Level of knowledge **12 p.**

1.1. Define the concept of scientific research:.

II. At the application level **9 p.**

2.1. The stage of choosing the research topic refers to: **3 p.**

1. the practical documentation of the investigated subject;
2. establishing the problem to be investigated;
3. explanation of the phenomenon investigated;
4. capitalizing on the research results;
5. dissemination of research results.

Identify the correct answer

2.2. In the stage of collecting empirical data, the following ways of collecting and storing data are used: **3 p.**

1. direct observation;
 2. the questionnaire;
 3. bibliographic record;
 4. investigation;
 5. particular data collection procedures.
- One of the variants is incorrect. Identify it.

2.3. The scientific report presents the following features: **3 p.**

- A. it is a scientific work of great proportions;
- B. represents the first stage of presentation of the scientific investigation;
- C. presents a brief expression of the essence of a research problem;
- D. is used to present short expositions on current topics;
- E. Forms certain skills for individual investigation.

Choose the right combination of the following:

- 1 A, B, C, D;
- 2 B, C, D, E;
- 3 A, C, D, E;
- 4 A, B, D, E;
- 5 A, B, C, E.

III. At the level of integration **9 p.**

3.1. The bibliographic record is a specific tool: **3 p.**

- 1..the stage of valorization of information;
 2. the stage of identification of bibliographic sources;
 3. the stage of classification of bibliographic sources;
 4. the stage of deepening the study of bibliographic sources;
 5. the stage of systematization and processing of the collected information.
- Identify the correct variant.

3.2.Direct documentation in managerial scientific research must meet the following requirements: : **3 p.**

1. the objective, rigorously scientific definition of the facts from the managerial reality;
2. establishing the appropriate research methods;
3. ensuring the criterion of representativeness of information for the managerial phenomenon;
4. collecting as much information as possible outside the scope of the research topic;
5. compliance with the requirements regarding the authenticity, correctness and veracity of the collected data.

One of the variants is incorrect. Identify it.

3.3. In the stage of collecting the empirical data, the following methods of data collection and storage are used: **3 p.**

1. direct observation;
 2. the questionnaire;
 3. bibliographic record;
 4. investigation;
 5. particular data collection procedures.
- One of the variants is incorrect. Identify it.

Topic II. General modalities of data collection - introductory notions

I. Level of knowledge

12 p.

1.1. Define the concept of types and general modalities of data collection .

II. At the application level

9 p.

2.1. Compared with the inductive method, the process of knowing the reality by deduction:1. offers scientific knowledge a broader character;

3 p.

2. has a demonstrable character;

3. has a lower degree of acceptability and interest in scientific circles;

4. runs the route from general to private;

5. It is more scientifically rigorous

Identify the incorrect version.

2.2. The statistical methodology used in managerial scientific research is classified in: **3 p.**

A. Descriptive statistics;

B statistical analysis;

C elaboration of statistical methods;

D mathematical statistics;

E. It is the statistics of the corrective measures.

One of the combinations below is correct. Identify it.

1. A, B, D, E;

2. A B C D;

3. B, C, D, E;

4. A, C, D, E;

5. A, B, C, E.

2.3. Descriptive statistics are characterized by:

3

p.

1. systematization of data and their description using statistical indicators;

2. verification of scientific hypotheses;

3. elaboration of statistical methods;

4. Laboratory experimentation;

5. field research.

Identify the correct variant.

III. At the level of integration

9 p.

3.1. Among the factors limiting the use of the survey method in scientific research are the following:

3 p.

1. incorrect sampling;

2. rapid processing of the harvested material;

3. wrong choice of investigation instruments;

4. the subjectivism of the investigated subjects;

5. excessive formalization of investigation instruments.

One of the variants is not one of the factors that limit the investigation .. Identify it.

3.2. Among the stages of the survey based on the questionnaire are:

3 p.

A. establishing the object of the investigation;

B. documentation;

- C. formulation of hypotheses;
- D. determining the investigated subjects;
- E. the laboratory experiment;
- F. sampling.

Identify the correct answer combination between the following:

- 1. A, B, C, D, E;
- 2. A, B, C, D, F;
- 3. B, C, D, E, F;
- 4. A, C, D, E, F;
- 5. A, B, D, E, F.

3.3. The advantages of using the questionnaire in the scientific investigation consist in: **3 p.**

- 1. speed of work;
- 2. economy of effort;
- 3. large expenses of time and funds;
- 4. the possibility of applying in the short term to large groups;
- 5. disappearance of the subject's discomfort by the examiner.

One of the variants does not represent an advantage of the questionnaire. What is this variant?

The scale of assessment

Points	6 – 8	9 – 11	12 – 18	19 – 25	26 – 28	29 – 30
Note	5	6	7	8	9	10

8.2 Assignment 2

Introduction of the case / problem: *Bibliographic sources list*

The description and analysis of the literature of the field is a distinct chapter in the paper, representing a synthesis and a critical look at the researches in the field of the topic, or may be included sequentially, with specific aspects, at the beginning of some chapters.

There is no rigid scheme and the manner and place in the work in which the literature is described depends on the domain and the specificity of the theme.

In all cases, the description and analysis of the literature helps:

- good knowledge of the field (expertise), knowledge: concepts that operate within the theme, theories, problems investigated, methods used, data sources, difficulties, results and findings;
- to find out what is the current state of knowledge in the field, the context in which this research will be developed, and to substantiate the own research of the theme (the feasibility of the theme);
- to understand how ideas are linked in literature, yours and those in literature; it starts from what exists (which has been critically but objectively examined, making comparisons, making findings and remarks) to develop knowledge
- to develop the ability to critically read literature, to clearly formulate existing views, their authors, possibly formulating new interpretations
- allows the formulation of criteria for evaluation and argumentation of one's own research (if the research has confirmed or denied the opinion of others, if the knowledge with new

meanings has been completed, if from a methodological point of view there are certain debatable issues in previous research; is an added bonus to knowledge..

The actuality of the sources depends on the concrete field, thus in the socio-human fields one resorts instead to following the history of opinions, methods, debates, etc.

Source type: the novelties do not appear in books (what appears in books, it is already classic), but in articles, studies, communications at conferences; starting with the latest publications and going straight to follow the evolution of the problem)

Literature file: a very important part of the activity of research and elaboration of works.

Using PC greatly facilitates the literature file by opening the following file types:

A. Bibliographic / reference file, which is opened / drawn up from the first moment, from the first reading. It will be noted, according to the academic norms regarding the list of references (see, bibliographic norms), all the data regarding the studied work (author, year, title, publishing house, etc.) in alphabetical order. Not to omit this file, because not only is it necessary for the preparation and verification of the final list of references, but it avoids the loss of data / information regarding some sources.

B. Thematic file: as many files as concepts, opinions, ideas, key terms, etc. are opened. exists in the studied works; comment, compare, evaluate, express, argue, a point of view.

C .. Quote file (optional); the quotations, which refer to the subtopics in the thematic files, can be placed in the respective files. The same concept / idea looks like it appears / is reflected in the works of different authors: are they the same approaches or do they differ from one author to another; evolution can be observed over time, thus combining the thematic and chronological approach.

Task for the students

1. Making a complex bibliographic sources list
2. Compilation of the reference bibliographic sources list.
3. Analysis and selection of the reference bibliographic sources list.
4. Writing the reference bibliographic list according to the norms.
5. Including the complex bibliographic sources list in the master's thesis.

Annex: Presentation slides

Explanation: Please provide presentation slides for your course (this can be done in a separate document, e.g. Power Point (Minimum: 25 slides))