

# Syllabus

## 1. Programme information

1.1. Institution	THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
1.2. Faculty	Business Administration in Foreign Languages
1.3. Departments	Department of Business Administration in foreign languages (UNESCO chair)
1.4. Field of study	Business Administration
1.5. Cycle of studies	Master Studies
1.6. Education type	Full-time
1.7. Study programme	Digital business and innovation
1.8. Language of study	English
1.9. Academic year	2023-2024

## 2. Information on the discipline

2.1. Name	<b>Ethics and academic integrity</b>								
2.2. Code	<b>23.0295IF2.2-0003</b>								
2.3. Year of study	<b>2</b>	2.4. Semester	<b>2</b>	2.5. Type of assessment	<b>Test</b>	2.6. Status of the discipline	<b>O</b>	2.7. Number of ECTS credits	<b>5</b>
2.8. Leaders	L/P(L/P)	<b>conf.univ.dr. MATEI V MARIUS</b>					maris.matei@fabiz.ase.ro		

## 3. Estimated Total Time

3.1. Number of weeks	14.00
3.2. Number of hours per week	1.00 of which
	L/P(L/P) 1.00
3.3. Total hours from curriculum	14.00 of which
	L/P(L/P) 14.00
3.4. Total hours of study per semester (ECTS*25)	125.00
3.5. Total hours of individual study	111.00
<i>Distribution of time for individual study</i>	
Study by the textbook, lecture notes, bibliography and student's own notes	30.00
Additional documentation in the library, on specialized online platforms and in the field	37.00
Preparation of seminars, labs, assignments, portfolios and essays	40.00
Tutorials	2.00
Examinations	2.00
Other activities	

## 4. Prerequisites

4.1. of curriculum	N/A
4.2. of competences	Digital competences

## 5. Conditions

for the L/P(L/P)	The lectures will be sustained in room equipped with teaching multimedia, flipchart and other supporting materials
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## 6. Acquired specific competences

CROSS	CT1	
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## 7. Objectives of the discipline

7.1. General objective	Upon the completion of the course, students will gain improved and comprehensive understanding of the broad nature of ethical issues that arise in a range of business contexts. They will be taught the principles of a code of ethics, getting skills as regards acting with integrity, diligence, respect, competence, with respect to customers, supervisors, employers, colleagues, and general public. The course will enhance students' situational awareness and decision-making skills by nurturing improved leadership, critical thinking and problem solving skills. Upon the completion of the unit, students will be able to demonstrate critical thinking, including the ability to explain issue, also to find, analyze, and select appropriate evidence, as well as to construct a persuasive argument that articulates conclusions and their consequences. The course will teach how to use reasonable care and exercise independent professional judgement when undertaking a professional action. A special emphasis will be given to the communication and decision making process under ethical dilemma. Upon completion of the program, students will be able to formulate ideas and concepts clearly and coherently orally and in writing to a broad range of audiences, and interact with others in large and small group settings. Another achievement will be related to gaining a new understanding of their own moral perspective in the consideration of both contemporary ethics in business ethics. The unit will contain topics on professionalism, integrity, duties to clients, duties to employers and conflicts of interest.
7.2. Specific objectives	To help students to: <ol style="list-style-type: none"> <li>1. To enhance students' understanding and analyzing skills of the issues involved in the business-related ethics, with a focus on the financial sector</li> <li>2. To demonstrate a thorough knowledge and explain the ethical responsibilities required by the professional codes of their activity sectors</li> <li>3. Recommend practices and procedures designed to prevent violations of the ethical codes</li> <li>4. Explain the requirements for verification and compliance</li> <li>5. Explain the construction and purpose of academic integrity</li> </ol>

## 8. Contents

8.1. L/P(L/P)		Teaching/Work methods	Recommendations for students
1	Codes of ethics and conduct	Theoretical structures, applications and case studies.	Active participation
2	Ethical decision making	Theoretical structures, applications and case studies.	Active participation
3	Best practices on employee diversity	Theoretical structures, applications and case studies.	Participare activă
4	Hiring ethical job candidates; Engaging and empowering employees	Theoretical structures, applications and case studies.	Active participation
5	Ethical leadership, work goals and performance appraisals	Theoretical structures, applications and case studies.	Active participation
6	Professionalism	Theoretical structures, applications and case studies.	Active participation
7	Integrity of capital markets	Theoretical structures, applications and case studies.	Active participation
8	Duties to clients	Theoretical structures, applications and case studies.	Active participation
9	Duties to employers	Theoretical structures, applications and case studies.	Active participation
10	Investment Analysis, Recommendations, and Actions	Theoretical structures, applications and case studies.	Active participation
11	Conflicts of Interest	Theoretical structures, applications and case studies.	Active participation
12	Responsibilities	Theoretical structures, applications and case studies.	Active participation
13	Academic freedom; authority, hierarchy and respect for human dignity; whistleblowing warning. Integrity of organizations and moral development of their members; ethical contributions to increasing academic performance	Theoretical structures, applications and case studies.	Active participation
14	Moral responsibility of researchers in the socio-economic field; social responsibility of academic epistemic communities; precautionary principle and risky research. Developing an inclusive ethical climate; justice, equity and integrity in access to research resources	Theoretical structures, applications and case studies.	Active participation
<p><b><i>Bibliography</i></b></p> <ul style="list-style-type: none"> <li>- CFA Institute, Code of Ethics and Standards of Professional Conduct, Wiley, 2022</li> <li>- Jennings Marianne Moody, Business ethics: case studies and selected readings, Cengage Learning, Stamford, 2015</li> <li>- Velasquez Manuel G, Business ethics: concepts and cases, Pearson, Harlow, 2014</li> </ul>			

## **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 team of the Department of Philosophy and Social Sciences held discussions with faculty leaders and representatives of applied ethics research centers specializing in ethics and academic integrity to identify themes and conceptual frameworks that respond to real competency requirements of students and graduates. The forms of studying the subject in prestigious universities in Europe and the USA were also considered.

## 10. Assessment

Type of activity	Assessment criteria	Assessment methods	Percentage in the final grade
10.1. L/P(L/P)		Ex officio	10.00
10.2. L/P(L/P)	Summative assessment	theory, problems and a case study	90.00
10.3. Final assessment	Summative assessment		
10.4. Modality of grading	Whole notes 1-10		
10.5. Minimum standard of performance	Obtaining minimum 50 points		

Date of listing,  
04/26/2024

Signature of the discipline leaders,

Date of approval in the  
department

Signature of the Department Director,