

U1: Academic Writing (Content)

- Characteristics of Academic Writing
- Choosing an Area of Research
- Different types of writing (essays, reports, etc.)
- Preliminary readings
- How to find research problems?
- Technique: brainstorming of questions
- Defining borders (demarcation of the study)
- Defining the methodology
- Structuring your Work I (Creating a general index)
- Structuring your work II (Coherence of the discourse and order of ideas)
- Academic language: Formalities and Style
- Time Management Tools
- Writing a research project
- Overcoming the "writer's block"
- The different phases of writing

U2: Citations & Footnoting

- Purpose of Citations
- Plagiarism
- Turnitin
- Citing - Doing it right
- Latin Abbreviations in Citations and Footnoting
- Crossreferencing in MS Word
- Reading & Understanding Footnotes
- Content of Footnotes
- Introduction to different Citation Styles

U3: Research Methods

- Introduction
- Definition and Kinds of Information
- Types of Sources
- Information Need
- Concept Map
- Research Strategy
- Searching Tools
- Tips for Effective Searching and to Identify Potential Sources of Information
- Access Various Sources
- Databases Search Tips
- HeinOnline
- Westlaw
- Nexis Uni Database
- EUR-Lex
- Curia
- HUDOC
- SCOPUS
- Web of Science
- Google Scholar
- Evaluation of the Information
- Indicators for the Evaluation of the Information
- Roles of the Bibliographic and Citation Databases in Evaluation of the Information
- Copyright
- Literature/Reference Management Systems
- Data gathering, Understanding Surveys & Statistics
- Conducting Interviews

U4: Formatting (MS Word Skills)

- Overview on different Word Processing Programmes
- Formatting an MS Word Document
- Inserting Footnotes in MS Word
- Inserting Page Numbers in MS Word
- Literature Management & Bibliography in MS Word
- Styles & Automatic Table of Content in MS Word
- Inserting Charts and Tables (visualizing data)
- Proofreading: Trackmode and Comments in MS Word
- Saving Documents

U5: Presenting Your Research

- A practical Guide to Preparing your Presentation
- Structure & Content of Presentations
- Power Point Skills (Technical Skills)
- Prezi Skills (Technical Skills)
- Visualization: "From Words to Pictures/Icons"
- "Raising your academic visibility": Publishing and promoting your research through google scholar, academia, researchgate, ssn and other platforms
- Blogging in EU and International Law