Dean of Studies
Prof. Dr. Karl Wilbers

Information about revising module descriptions

1 Module handbook process via campo

The module handbook process via campo will be introduced as of winter semester 2022/23. All modules will be entered and revised in campo, and campo will then generate the module handbook.

- A description of the new process is available here: https://www.qm.wiso.rw.fau.de/qm-fuer-lehrende/modulhandbuch/

- Instructions for editing modules in campo are available here: https://www.in-tern.fau.de/lehre-und-studium/campusmanagement-an-der-fau-das-neue-campo-por-tal/informationsmaterial-zu-hisinone-exa/#collapse_40

2 Guidelines for creating new module descriptions, and revising and deleting existing module descriptions

- When editing modules in campo, a difference is made between **structural and textual module data**.

- **Structural module data** (in gray in the table below) include, for example, the name and ECTS credits for a module, the lectures and seminars, examinations and course achievements assigned to that module and how the module can be included in various degree programs.

- **Textual module data** include, for example, content, learning objectives and skills, or recommended reading.

- In the module description, certain fields are filled in automatically using structural data, and other fields are filled in as texts are entered. Structural data are determined by staff responsible for central modeling in L2 and are based on the (amendments to) examination regulations or on Excel lists that are generated when amendments are entered in the online form and are forwarded to L2 by the Deans of Studies.

- This means that if you require **changes to structural module data** for the coming semester, you must first enter them in the online form. The changes are then checked by the degree program coordinators and the Deans of Studies and forwarded in one package to L2.

- As soon as the structural data of the module have been modeled and the module has been assigned to you, you can then access the module to enter the textual data. Once you have finished entering your data, you can inform the degree program coordinator by changing the **status** of the module to '**For review**'(no longer mandatory). The degree program coordinator will then either approve the module for publication in the module handbook or will get in touch with you if further changes are required. Once a module has been approved, you can still view it, but the data cannot be edited.

- If you only need to make textual changes to a module, you can do so in the module owner/module editor function in the time frame provided.

- If you would like to create a new module or change or delete an existing module, please use this **online form**: https://www.qm.wiso.rw.fau.de/mhb-aenderungen/

- Please continue to pay particular attention to the following:

	Module name *The module number is assigned by the staff responsible for central modeling in L2*	**Please insert module names** (Please include English translation of German module titles) ***New module title:*** *The new module title must differ significantly from existing module titles to prevent any confusion.* ***Module title in English:*** *The module title must also be included in English for the transcript of records. A suggested translation must be included when new modules are introduced or if existing module titles are revised. The suggested translation is checked by the Language Service and any potential suggestions for changes are discussed before the final title is approved in English. The final title is approved by the module coordinator. The translation is subsequently included in the database for generating graduation documents.* ***Changes to titles:*** *Changes to titles often lead to communication problems with students and make module administration more difficult. Please therefore check carefully if a title needs to be changed. In addition, the following cases must be considered:* 　a) *The module is documented in the study plan included in the examination regulations:* 　　*If the module is mentioned explicitly in the study plan, the examination regulations must be amended beforehand (please refer to the process for amending examination regulations). This means that any changes must be planned with at least one semester's notice.* 　b) *Linked modules in several degree programs (affects modules in Master's degree programs):* 　　*Modules offered in several degree programs often have different titles, which makes it more difficult for students to find them and makes administration more complicated. This means all changes to titles must be agreed and standardized with all degree programs.*	**ECTS credits**
	Lectures and seminars	*Lectures and seminars are generated in campo by the campo administrator and linked to the module.*	
	Lecturers	*The staff who teach the lectures and seminars are listed here.*	

	Module coordinator	*Please include the name of the module coordinator here, e.g. Prof. X.*
	Contents	*A brief overview of the contents should be included. However, please ensure that the text is a clear description of the module that also*

		clearly states the differences of the module compared to other modules.
	Learning objectives and skills	***Skills-based wording:*** *The learning objectives and skills should be formulated precisely with a focus on the skills involved. This means the learning objectives are described taking students as a starting point and stating contents and actions.*

Students' perspective	Action	Content	Action
Students	*can*	*name the most important basic concepts of marketing.*	
Students	*can*	*develop their own marketing concepts for specific contexts.*	

		Further information on this topic is available in the Center for Continuing Education in University-Level Teaching (FBZHL) guidelines for formulating learning objectives: https://www.qm.wiso.rw.fau.de/files/2018/09/Leitfaden_KompLernziele.pdf ***Accreditation of achievements:*** *A description that is as detailed as possible is very important for accrediting achievements from other degree programs or qualifications gained abroad.* ***Compulsory attendance:*** *If the attendance of the module is compulsory, justification for this must be included in conjunction with the learning objectives and skills. Assistance with wording in this context is available in the document 'Hinweise zur Anwesenheitspflicht' in the checklist for amending module handbooks:* https://www.qm.wiso.rw.fau.de/files/2018/09/Hinweise-Anwesenheitspflicht.pdf *Compulsory attendance can be included or a request for it to be deleted can be entered on the online form.*
	Recommended prerequisites	*Any prerequisites for attendance can be included in this section. These prerequisites for attendance are merely a recommendation as long as no regulations for compulsory prerequisites for attendance are stipulated in University statutes (examination regulations).*
	Integration in curriculum	*Integration into the curriculum is a recommendation for students for when they should ideally take the module.*
	Module compatibility	*Module compatibility should indicate how the module is integrated into a degree program and be listed accordingly in the areas mentioned in the examination regulations, e.g.* *Module handbook for Bachelor's degree programs:* *'Module is listed as a compulsory subject in a Bachelor's degree in Business Studies'* *Module handbook for Master's degree programs:* *'Master's degree in Socioeconomics: Socioeconomics specialization module'* *'Master's degree in Marketing: Marketing Management specialization module'.* *When making a decision about module compatibility or the amendment of existing modules, the module coordinator is responsible for*

		consulting those responsible for the degree program: *https://www.qm.wiso.rw.fau.de/qm-fuer-lehrende/modulhandbuch/#collapse_1*
	Course and Examination Achievements	***Type of examination achievement:*** *The type of examination achievement must be entered here: The scope of the examination can also be included, however, the specific examination duration of 60/90/120 minutes must always be included. If the scope of the examination is not specified, the scope is covered by the information in the degree program and examination regulations (cf. 3.1 Type and scope of examination achievements), If the actual scope of the examination deviates significantly from the scope indicated in the degree program and examination regulations, the actual scope must be included in brackets after the type of examination achievement.* *Each module usually comprises **one** examination, several examinations per module are only permitted if they are required for skills assessment (please refer to 3.2. Partial module examinations – what must be taken into account?).* *Please enter the agreed examination(s) (cf. 3.1 Type and scope of examination achievements) on the module level.* *In addition to defining the examination achievement, the following must be included:* - *If the examination is (partly) held as an electronic examination (e.g. written examination (partly held in electronic form))* - *If the examination is (partly) held as a group project (e.g. presentation (partly held as group work))* - *If the examination is (partly) held as a multiple-choice test (e.g. written examination (with some multiple-choice questions))* ***Voluntary intermediate examinations to improve grades:*** *In addition to compulsory examinations, you can offer voluntary intermediate examinations to improve grades in a module (cf. Section 6 General Examination Regulations for Bachelor's Degree Programs (BPO)/General Examination Regulations for Master's Degree Programs (MPO):* *'In addition to the module examinations, voluntary intermediate examinations (e.g. project reports or short tests) may be offered during teaching units as a way of measuring the standard of performance. More detailed information, including the number, type and scope of these examinations, is given in the module handbook. If a student chooses to use the option detailed in sentence 1, these results shall be taken into account when determining the grade for the module. [4]An intermediate examination achievement may improve the grade for a passed module examination or partial examination by a maximum of 0.7; a grade may not be made worse.'* *If you intend to offer such voluntary examinations, you should ensure that the number, type and scope of these examinations is defined here.*
	Grading procedure	*If your examination consists of several partial achievements, the **calculation of the module grade** must clearly state in percent which weighting an examination achievement receives (e. g. written assignment (70%) and presentation (30%)).*
	Module frequency	*Use this section to document how often the module is offered by referring to the semesters.* *Examples:*

		• *Winter semester (the module is offered regularly during the winter semester)* • *Summer semester (the module is offered regularly during the summer semester)* • *Winter and summer semester (the module is offered regularly during the winter and summer semesters)*
	Workload	***Workload:*** *The total workload for modules with 5 ECTS credits is 150 hours. This usually comprises attendance time and independent study. The attendance time is calculated as follows: Number of semester hours of the teaching unit x 15 weeks in the semester (e.g. 4 semester hours x 15 weeks = 60 hours of work). The workload for independent study is calculated as follows: ECTS x 30 hours - attendance time (e.g. 5 ECTS x 30 hours - 60 hours attendance time = 90 hours of work).*
	Module duration	***Module duration:*** *It should be possible to complete each module in one semester to enable students to go abroad or start internships, etc..*
	Teaching and examination language	*The **teaching and examination language** must be clearly defined. Modules can be taught in either German and/or English, and a different language can be used in the examination than for teaching.*
	(Recommended) reading	*You can list any literature that may help students with preparing for and following up on the module here. You can also include information on whether recommended reading is announced in class or via StudOn.*

3   Examinations

3.1   Type and scope of examination achievements

Types of examination achievement are defined in Section 17 of the General Examination Regulations for Bachelor's Degree Programs (BPO) and Section 16 of the General Examination Regulations for Master's Degree Programs (MPO), Examination Types. The scope of examinations is defined in Sections 18, 19, and 20a BPO and Sections 17, 18 MPO. The following examination types are permitted:

Examination type		Scope for Bachelor's degree programs	Scope for Master's degree programs
1.	**Written examination:**		
a.	Written examination	60/90/120 minutes	60/90/120 minutes
b.	Written assignment	approx. 15 pages	approx. 15 pages
c.	Seminar paper	approx. 15 pages	approx. 15 pages
2.	**Oral examination**	approx. 20 minutes	approx. 20 minutes
3.	**Special forms, in particular:**		
a.	Research project/project report	approx. 20 pages	approx. 30 pages
b.	Placement report	approx. 15 pages	approx. 4 pages
c.	Handout	approx. 2 pages	approx. 2 pages
d.	Report	approx. 10 pages	approx. 6 pages
e.	Short test	approx. 15 minutes	approx. 15 minutes
f.	Presentation	approx. 25 minutes	approx. 25 minutes

g.	Presentation/presentation paper	approx. 20 minutes/20 pages	approx. 20 minutes/20 pages
h.	Discussion paper	approx. 10 pages	approx. 10 pages
i.	Moderation	approx. 20 minutes	approx. 20 minutes
j.	Demonstration lesson	approx. 45 minutes	approx. 45 minutes
k.	Case study	approx. 25 minutes and/or approx. 10 pages	approx. 25 minutes and/or 10 pages
l.	Class participation (previously: participation in discussions/lessons)	approx. 10 minutes	approx. 10 minutes
m.	Portfolio examination	N.A.	N.A.
n.	Electronic examinations	approx. 90 minutes	approx. 90 minutes
o.	Multiple choice test	approx. 40 minutes	approx. 30 minutes
p.	Research participation	approx. 60 minutes	approx. 60 minutes
q.	Reflection paper	approx. 10 minutes and/or approx. 10 pages	approx. 10 minutes and/or 10 pages
r.	Strategic concept	approx. 6 pages	approx. 6 pages

3.2   Partial module examinations – what must be taken into account?

The legal framework envisages that each module is completed with only one examination. Exceptions are permitted in justified cases only, several examinations per module are only permitted if they are required for skills assessment.

If a module is completed with several examinations, these examinations are so-called partial module examinations. Each partial module examination must be included with precise details of the examination type and the scope if applicable in the module description (line 10). The scope of the examination achievement is included in the examination regulations (cf. 3.1). This is with the exception of written examinations, where the specific duration of each examination must be included (60/90/120 minutes). Information about the scope of other examination types except written examinations can optionally be included. If the actual scope of the examination deviates significantly from the scope indicated in the degree program and examination regulations, the actual scope must be included in brackets after the type of examination achievement.

If a module is listed in the degree program structure of the examination regulations, the examination type and scope are legally binding and must be identical to the information in the module description. If any changes are planned, the examination regulations must be amended beforehand (https://www.qm.wiso.rw.fau.de/qm-fuer-lehrende/po-aenderung/).