

Information for module editing in campo

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1 Module handbook process via campo

Since the winter semester 2022/23 the module handbook process via campo will be introduced. 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/>
- Technical Instructions for editing modules in campo are available here:
https://www.intern.fau.de/lehre-und-studium/campusmanagement-an-der-fau-das-neue-campo-portal/informationmaterial-zu-hisinone-exa/#collapse_40

2 Procedure for creating a new module description, revision and deletion of an existing module description

2.1 Creating a new module description

- If you would like to create a new module, please use the following [online form](#)
- Please enter all structural module data in the form first. The structural module data (rows highlighted in gray in the table below) includes, for example, the name and ECTS points of the module, examinations and course credits, and the usability of the module in the areas of various degree programs.
- The structural data is then created by the central modeling in referat L 2.
- Once the module's structural data has been modeled and the module has been assigned to you, you can access the module to check the entries and enter textual data.
- The textual module data (the white lines in the following table) contain, for example, the content, the learning objectives and competencies, or the references.

2.2 Revision of an existing module description

- During the module revision in campo, a difference is made between **structural and textual module data**.
- **Structural module data** (rows highlighted 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.
- The structural data is created by the central modeling in unit L 2 and is based on the (changes to the) examination regulations or on Excel lists that are generated by entering the changes in the online form and reported to L 2 by the Dean of Students Office.
- 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 has been modeled and the module has been assigned to you, you have access to the module to review the input and enter textual data if necessary. When your input is complete, you can notify your course coordinator by changing the **status** of the module to **'For Review'** (no longer mandatory). In order to create the module manual, it is necessary that all modules are collectively set to the status "released" by L2. After a module has been released, you can still view it, but you can no longer edit its data.
- The **textual module data** (in the following table the white lines) contain e.g. the content, the learning objectives and competences or the literature references.

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

2.3 Deletion of an existing module description

- If a module description should be deleted, please use the [online form](#) for this purpose
- Please check if the module can be deleted finally or if there are still repeaters. In this case, the module cannot be deleted yet, but will only be opened for repeaters.

3 Notes on the respective fields of the module description

1	<p>Module name</p> <p><i>The module number is assigned by the staff responsible for central modeling in L2</i></p>	<p>Please insert module names (Please include English translation of German module titles)</p> <p><u>New module title:</u> <i>The new module title must differ significantly from existing module titles to prevent any confusion.</i></p> <p><u>Module title in English:</u> <i>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.</i></p> <p><u>Changes to titles:</u> <i>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:</i></p> <p style="margin-left: 20px;">a) <i>The module is documented in the study plan included in the examination regulations:</i></p>	ECTS credits
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		<p>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.</p> <p>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.</p>	
2	Lectures and seminars	Lectures and seminars are generated in campo by the campo administrator and linked to the module.	
3	Lecturers	The lecturers of the courses are automatically listed here. The registration of lecturers in the course is also done by the campo representatives.	

	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	<p><u>Skills-based wording:</u> 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.</p> <table border="1"> <thead> <tr> <th>Students' perspective</th> <th>Action</th> <th>Content</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Students</td> <td>can</td> <td>name the most important basic concepts of marketing.</td> <td></td> </tr> <tr> <td>Students</td> <td>can</td> <td>develop their own marketing concepts for specific contexts.</td> <td></td> </tr> </tbody> </table> <p>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</p> <p><u>Accreditation of achievements:</u> A description that is as detailed as possible is very important for accrediting achievements from other degree programs or qualifications gained abroad.</p> <p><u>Compulsory attendance:</u> 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</p>	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.	
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.												

		<p>'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 specified or changed directly in campo in the corresponding field.</p>
	Recommended prerequisites	<p>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).</p>
	Integration in curriculum	<p>Integration into the curriculum is a recommendation for students in which semester they should ideally take the module.</p>
	Module compatibility	<p>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'.</p> <p>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</p>
	Course and Examination Achievements	<p><u>Type of examination achievement:</u> 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.</p> <p>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:</p> <ul style="list-style-type: none"> - 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)) <p><u>Voluntary intermediate examinations to improve grades:</u></p>

		<p><i>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):</i></p> <p><i>'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. ⁴An 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.'</i></p> <p><i>If you intend to offer such voluntary examinations, you should ensure that the number, type and scope of these examinations is defined here.</i></p>
	Grading procedure	<p><i>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%)).</i></p> <p><i><u>In campo, under "Module details", there is the field "Supplementary information on study and examination achievements", if you want to add important information here.</u></i></p>
	Module frequency	<p><i>Use this section to document how often the module is offered by referring to the semesters.</i></p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • <i>Winter semester (the module is offered regularly during the winter semester)</i> • <i>Summer semester (the module is offered regularly during the summer semester)</i> • <i>Winter and summer semester (the module is offered regularly during the winter and summer semesters)</i>
	Workload	<p>Workload: <i>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).</i></p>
	Module duration	<p>Module duration: <i>It should be possible to complete each module in one semester to enable students to go abroad or start internships, etc..</i></p>
	Teaching and examination language	<p><i>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.</i></p>
	(Recommended) reading	<p><i>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.</i></p>

4 Examination achievements

4.1 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

4.2 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 consists of several partial examinations, but these have an "integrative character", then it is formally one examination. All partial performances must be passed in one semester. If a partial performance is not passed, then all are considered as not passed and must be repeated.

In the case of examinations that have an integrative character, the module handbook should contain the following note:

"xxx is a uniform examination in which the individual partial performances are inseparable. In order to pass the module, according to § XX. (In the current version) all partial performances must be passed in the same semester. Due to the inseparable relation of the partial performances to each other, a repetition of only one of the failed partial performances is not possible in deviation from § XX. Failure of one of the partial performances requires the repetition of the entire examination."

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/>).