

Guidelines for Editing Modules in Campo

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1 Module Handbook Process with Campo

Since the winter semester of 2022/2023, the module handbook process has been conducted through Campo. All modules are recorded, revised, and the module handbook is generated within Campo.

- You can view the process here: <https://www.qm.wiso.rw.fau.de/qm-fuer-lehrende/modulhandbuch/>
- You can find technical instructions for the module management with Campo here: <https://www.intern.fau.de/lehre-und-studium/campusmanagement-an-der-fau-das-neue-campo-portal/informationmaterial-zu-hisinone-exa/#anleitungen-modulverwaltung>

2 Procedure for Creating a New Module Description, Revising, and Deleting an Existing Module Description

2.1 Creating a New Module Description

- If you want to create a new module, please use the [online form](#).
- In the form, please provide all **structural module data**. This includes information (as highlighted in grey in the [table](#) below) such as the name and ECTS credits of the module, examinations and course credits, as well as the compatibility of the module with various degree programs.
- The structural data will then be created by the Central Modelling Team in Unit L2 (= *Referat L2*).
- Once the structural data for the module has been modeled and the module has been assigned to you, you will have access to the module to review your entries and to enter **textual data**.
- The textual module data (in the white rows of the [table](#) below) includes information such as content, learning objectives and skills, or bibliographical references.

2.2 Revising an Existing Module Description

- When revising a module in Campo, a distinction is made between **structural and textual module data**.
- The **structural module data** (as highlighted in grey in the [table](#) below) includes information such as the name and ECTS credits of the module, examinations and course credits, as well as the compatibility of the module with various degree programs.
- If you need to make **changes to the structural data** for the upcoming semester, these must first be reported through the [online form](#). These changes will be reviewed

by the program coordinators and the Dean of Studies' Office and then forwarded to Unit L2 (= *Referat L2*) in a consolidated manner.

- The structural data will then be created by the central modeling team in Unit L2 (= *Referat L2*) and will be based on the (changes to) examination regulations or on Excel lists generated by entering changes in the online form, which are reported to Unit L2 by the Dean of Studies' Office.
- Once the structural data of the module has been modeled and the module has been assigned to you, you will have access to the module to review your entries and, if necessary, enter textual data. For the creation of the module handbook, it is necessary that all modules are collectively set to "published" status (= *freigegeben*) by L2. After a module has been released, you can still view it, but you will no longer be able to edit its data.
- The **textual module data** (the white rows in the [table](#) below) includes information such as content, learning objectives and skills, or bibliographical references.

If you **only** need to make **textual changes** to a module, you can do this independently within the designated timeframe in your role as module coordinator/module editor.

2.3 Deleting an Existing Module Description

- If a module description needs to be deleted, please use the [online form](#) for this purpose.
- Please check whether the module can be permanently deleted or if there are still repeat examinations pending. In this case, the module cannot yet be deleted; however, it will only be opened for repeat students and will no longer appear in the module handbook.

3 Notes on the Individual Fields of the Module Description

1	<p>Module Name <i>The module number is assigned by the central modeling team in Unit L2 (= Referat L2)</i></p>	<p>Please enter the Module Title (For German module titles, please provide the English translation)</p> <p><u>New Module Title:</u> <i>The new module title should be clearly distinguishable from existing module titles to avoid potential confusion</i></p> <p><u>English Module Title:</u> <i>For the Transcript of Records, it is necessary that all modules also include the English module title. When introducing new modules or adjusting existing module titles, a translation proposal must be provided. This will be reviewed by the language service, and any proposed changes will be coordinated to finalize the English title. The final title will be determined by the module coordinator. Subsequently, the translation will be stored in the database for generating final documents.</i></p> <p><u>Title Changes:</u></p>	ECTS
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		<p>Title changes often lead to communication problems with students and complicate module administration. Therefore, please carefully assess whether a title change is necessary. The following cases should also be considered:</p> <p>a) The module is documented in the study plan of the examination regulations: If the module is explicitly mentioned in the study plan, the examination regulations must be amended in advance (see process for changing examination regulations). This means that any corresponding change must be planned with a lead time of at least one semester.</p> <p>b) Linked modules in multiple degree programs (affecting master's programs): Modules are often named differently across various degree programs, making it difficult for students to navigate and for administration. Therefore, title changes must be coordinated and standardized across all degree programs.</p>	
2	Courses	Courses are created in Campo by the designated Campo representatives and linked to the module. They are then automatically listed in the module handbook.	
3	Lecturers	The lecturers for the linked courses are automatically listed here. The registration of instructors for the course is also handled by the Campo representatives.	

	Module Coordinator	Please designate a module coordinator, e.g., Prof. Dr. Muster.									
	Content	The content should be presented concisely. However, it is important that it provides a clear description of the respective module and highlights the differences from other modules.									
	Learning Objectives and Skills	<p><u>Skills-based formulation:</u> The learning objectives and skills should be formulated in a competency-oriented and specific manner. This means that the learning objectives are defined based on the students and include both a content and an action component, e.g.:</p> <table border="1" data-bbox="630 1429 1401 1688"> <thead> <tr> <th>Student Perspective</th> <th>Action</th> <th>Content</th> </tr> </thead> <tbody> <tr> <td>Students</td> <td>can name</td> <td>the most important basic concepts of marketing.</td> </tr> <tr> <td>Students</td> <td>can develop</td> <td>their own marketing concepts for specific contexts.</td> </tr> </tbody> </table> <p>For more information, please refer to the Center for Continuing Education in University-Level Teaching (FBZHL) guidelines for formulating learning objectives: https://www.fbzhl.fau.de/files/2022/04/qm_14001_leitfaeden_fbzhl_1_2013_lernziele_english_barrierefrei-pdf-corrected-by-pave.pdf</p> <p><u>Recognition of achievements:</u> A clear and specific description is particularly important for the recognition of achievements from other degree programs and from abroad.</p>	Student Perspective	Action	Content	Students	can name	the most important basic concepts of marketing.	Students	can develop	their own marketing concepts for specific contexts.
Student Perspective	Action	Content									
Students	can name	the most important basic concepts of marketing.									
Students	can develop	their own marketing concepts for specific contexts.									

		<p><u>Compulsory Attendance:</u> If the attendance of the module is compulsory, this must be justified here in relation to the learning objectives and skills. Formulation aids can be found in the document "Hinweise zur Anwesenheitspflicht" in the checklist for revising the module handbook: https://www.qm.wiso.rw.fau.de/files/2024/11/Hinweise_Anwesenheitspflicht_.pdf The attendance requirement can be specified or changed directly in Campo in the corresponding field.</p>
	Prerequisites	Any prerequisites for participation can be specified here. These participation requirements are merely recommendations as long as there is no regulation in the University statutes (examination regulations) regarding mandatory prerequisites.
	Integration in Curriculum	The integration into the sample study plan provides a recommendation to students regarding the semester in which the module should ideally be taken.
	Module Compatibility	<p>The compatibility of the module should clearly indicate how the module is integrated into a degree program and should be listed according to the areas mentioned in the examination regulations, e.g.:</p> <p>Bachelor Module Handbook: "Module in the Mandatory Area of Bachelor in Business Administration"</p> <p>Master Module Handbook: "Master in Social Economics: Specialization in Social Economics" "Master in Marketing: Specialization in Marketing Management."</p> <p>When determining the compatibility of new modules or adjusting existing ones, the module coordinator is responsible for consulting with the program coordinators: https://www.qm.wiso.rw.fau.de/qm-fuer-lehrende/modulhandbuch/#collapse_1</p>
	Method of examination	<p><u>Type of Examination:</u></p> <p>Here, you should specify the type of examination. Optionally, you can indicate the scope of the examination, but in any case, the duration of the exam must be clearly stated as 60/90/120 minutes. If no examination scope is provided, it will be covered by the specifications in the examination regulations (see 4.1 Type and Scope of Examination Achievements). In cases of significant deviations between the actual scope and that outlined in the examination regulations, this must be indicated by specifying the actual scope (in parentheses following the examination achievement description).</p> <p>Each module should generally consist of one examination; multiple examinations per module are only permissible if necessary for competency assessment (see 4.2 Module Partial Examinations – What's to Consider?). Please specify the agreed-upon examination(s) (see 4.1 Type and Scope of Examination Achievements) at the module level. In addition to defining the examination achievement, please indicate:</p> <ul style="list-style-type: none"> - Whether the examination will be conducted (partially) in electronic form (e.g., exam (partially in electronic form)) - Whether the examination will be conducted (partially) as a group effort (e.g., presentation (partially as group work)) - Whether the examination will include multiple-choice questions (e.g., exam (partially with MC questions)) <p><u>Voluntary Interim Examinations for Grade Improvement:</u> In addition to mandatory examinations, voluntary interim examinations for grade improvement may also be offered within a module (see § 6 BPO/MPO):</p>

		<p>“Alongside ongoing module examinations, voluntary interim examinations (e.g., project reports or short tests) may be offered during classes as a means of assessing performance. Details regarding this, particularly the number, type, and scope of these assessments, are regulated by the module handbook. If a student takes advantage of this option as stated in sentence 1, their performance will be considered when calculating their module grade. An interim examination can improve a passing grade for a module examination or partial module examination by a maximum of 0.7 grade points; a decrease in grade is not permitted.” (translation)</p> <p>If you plan to offer such voluntary assessments, please specify them here, particularly regarding their number, type, and scope.</p> <p>In Campo, under “Module Details,” there is a field for “Additional Information on the Application of the Module” if you would like to add such information here.</p>
	Grading Procedure	<p>If your examination consists of several components, it must be clear from percentage indications how each component contributes to the overall module grade (e.g., term paper (70%) and presentation (30%)).</p> <p>In Campo, under “Module Details,” there is a field for “Additional Information on Study and Examination Achievements” if you would like to add such information here.</p>
	Module Frequency	<p>Please document at this point how frequently the module is offered by referring to semesters. Possible indications are:</p> <ul style="list-style-type: none"> • Winter semester (i.e., module is regularly offered in the winter semester) • Summer semester (i.e., module is regularly offered in the summer semester) • Winter and summer semesters (i.e., module is regularly offered in both winter and summer semesters).
	Workload in clock hours	<p>For modules worth 5 ECTS credits, the total workload is 150 hours. This typically consists of contact hours and self-study. The contact hours are calculated as follows: Number of SWS (weekly hours) of the course * 15 weeks per semester (e.g., 4 SWS * 15 weeks = 60 working hours). The workload for self-study is calculated as follows: ECTS x 30 hours - contact hours (e.g., 5 ECTS * 30 hours - 60 hours contact time = 90 working hours).</p>
	Module Duration	<p>Each module should generally be completed within one semester to facilitate opportunities for studying abroad, internships, etc.</p>
	Teaching and Examination language	<p>The teaching and examination language must be clearly defined. It can be either German and/or English, with different languages permitted for instruction and examinations.</p>
	Bibliography	<p>Here you can specify literature that will support students in preparing for and reviewing the module. You can also refer to announcements made during classes or via StudOn.</p>

4 Examinations

4.1 Type and Scope of Examination Achievements

The type of examination achievement is defined in §16 BPO and §17 MPO, Examination Types. The scope of examinations is regulated in §§17-23 BPO and §§18-24 MPO. The examination types were restructured for the winter semester 2024/25.

Module coordinators do NOT need to adjust the implementation or content of their assessments. It is merely a formal renaming if a new module is reported or if a module change is pending.

The following types of examinations are possible:

Type of examination (German Term)	Scope Bachelor/Master
Written examination (Klausur)	60/90/120 minutes
Written assignment (Hausarbeit/Seminararbeit)	Ca. 15 pages
Oral examination (Mündliche Prüfung)	Ca. 20 minutes
Presentation (Referat/Präsentation)	Ca. 20/25 minutes
Performance assessment (Performance Assessment)	Ca. 10 minutes and/or 10 pages
Case study (Fallstudie)	Ca. 25 minutes and/or 10 pages

If module coordinators wish to add further information about the type of examination, this can be included in Campo in the free text field for the respective examination type as supplementary information.

The scope of an exam must be specified in the module description. If there are deviations from the scopes of other examination types listed in the table, the scope must be indicated in the respective module description (e.g., if a term paper should comprise 30 pages).

The previous special forms have been assigned to the six new examination types. In the following table, the previous examination types (white rows) are matched with the new examination types (red rows).

Examination Types	
1. Written Examination	
▪	Electronic Exam
▪	Single/Multiple Choice Exam
2. Written Assignment	
▪	Project Work/Report
▪	Internship Report
▪	Thesis Paper
▪	Protocol
▪	Presentation Paper
▪	Discussion Paper
▪	Reflection
▪	Strategic Concept
3. Oral Examination	
4. Presentation	
5. Performance Assessment	
▪	Discussion Contribution
▪	Short Test
▪	Teaching Demonstration
▪	Participant Hour (will be conducted as a course in the future)
▪	Reflection
▪	Moderation
6. Case Study	

4.2 Partial Module Examinations – What's to Consider?

The legal framework stipulates that each module must be completed with only one examination. Exceptions are possible in justified cases; multiple examinations per module are only permissible if necessary for competency assessment.

If a module concludes with multiple examinations, these are referred to as "partial module examinations." The individual partial module examinations must be specified with exact details of the type of examination and, if applicable, scope in the module description (line 10). The specification of the scope of the examination achievement is generally covered by the examination regulations (see 4.1). An exception applies to exams, where the exact duration must always be stated as 60/90/120 minutes. Information on the scope of other examination types besides exams can be optionally provided. In cases of significant deviations between the actual scope and that outlined in the examination regulations, this must be indicated by specifying the actual scope (in parentheses following the description of the examination achievement).

If a module consists of several partial examinations but they have an "integrative character," it is formally considered one examination. All partial achievements must be passed within one semester. If one partial achievement is not passed, all are considered not passed and must be

repeated. For examinations that have an integrative character, the following note should be included in the module handbook:

"XXX constitutes a unified examination where the individual partial achievements are inseparably connected. To pass the module, all partial achievements must be passed in the same semester according to § XX (in its current version). Due to the inseparable relationship between partial achievements, it is not possible to repeat only one of the failed partial achievements, contrary to § XX. Failing any one of the partial achievements requires repeating the entire examination."

If a module is listed in the study plan within the examination regulations (PO), then details regarding type and scope are legally binding and must correspond with those in the module description. If a change is planned, then prior amendment of the examination regulations is required (<https://www.qm.wiso.rw.fau.de/qm-fuer-lehrende/po-aenderung/>).