

## Guidelines for the content of course descriptions

The following guidelines should be used for the preparation of new and revised course descriptions. Master data is marked with an \* in the guide below. Master data must be submitted during the first step of the process and cannot be changed subsequently.

### Course Information

#### **Course title\***

Enter the course title in Danish and English, respectively. The Danish title is, however, only relevant if the course is taught in Danish.

The name of compulsory courses may only be changed in connection with new academic regulations.

The course title will appear in the course catalogue and on the student diplomas.

#### **ECTS\***

Please state the amount of ECTS that the course is equivalent to. At Aarhus University, all courses offered should be equivalent to an amount of ECTS divisible by five.

The amount of ECTS credits awarded for compulsory courses may only be changed in connection with new academic regulations.

#### **Department\***

Please state which department will offer the course. For degree programmes that are offered by more than one department, your selection may have an impact on which department will receive the student FTEs for the course.

#### **Forms of instruction\***

Please state the form of instruction for the course:

1) Lecture, 2) Classroom instruction, 3) Independent study, 4) Supervision (e.g. for Bachelor's projects and seminars) 5) Distance learning with seminars

The form of instruction, which is stated on the course, is primarily used for study administrative purposes.

The form of instruction is transferred to the other study administrative systems, where it is used for the class composition of students on the course in STADS, the creation of learning spaces for the course in Brightspace, the timetabling of the course in PLAN and the deployment of questionnaires for teaching evaluation.

This means that both *Lecture* and *Classroom* instruction should only be stated on courses where both types of instructions are to be planned and evaluated separately.

A more detailed description of the used teaching methods should be stated in the field *Comments on the form of instruction* below.

### **Comments on the form of instruction**

Please provide additional comments on the form of instruction. See examples below.

**Example 1:** *Classroom instruction and workshops with presentations, discussions, cases, exercises, supervision and feedback.*

**Example 2:** *The teaching will alternate between lectures, student presentations, group work and plenary discussion.*

**Example 3:** *Lectures and classroom instruction based on cases and class discussions. The lectures aim to introduce students to the main points of the course, while the classroom instruction aims to help students independently reflect upon and apply the content of the course on an advanced level in relation to developing their own research design. The lectures are held in English. As far as possible, the classroom instruction will be held in Danish.*

### **Description of qualifications**

Please provide a brief description of the overall purpose of the course and the most important qualifications and skills (learning objectives) that the students will acquire by completing the course.

It is important that you formulate clear and measurable learning objectives, since the exam assessment must be based on an overall assessment of the extent to which the students fulfil the learning objectives.

The learning objectives must be divided into knowledge, skills and competences:

- Knowledge includes both knowledge of a topic and understanding, i.e. whether you can put your knowledge into context and explain it to others. Knowledge can be both practical and theoretical.
- Skills are what you can do or carry out. They can be practical, cognitive, creative and communicative.
- Competences relate to the ability to apply knowledge and skills in a given context.

The description of the course content should be stated separately from the learning objectives.

There must be a correlation between the description of qualifications for the course and the qualification profile for the degree programme as a whole.

### **Language of instruction and examination**

Please state the language(s) of instruction.

Please state the language of examination. You may only enter one language of examination.

Please note that the degree programme must have a general linguistic identity, i.e. the majority of the courses in the programme must be offered in the language of the degree programme.

### **Hours – Weeks – Periods\***

Please state the total number of lessons and how they are distributed across the weeks/period in which the course takes place.

**For example:**

*A total of 42 lessons distributed across the entire semester:*

*Lectures: Two lessons for 10 weeks*

*Classroom instruction: Two lessons for 11 weeks*

See also the [principles for timetable planning at Aarhus BSS](#).

This field is used to communicate information to the students. In addition, the field is used to gather data for a project calculating the number of teaching hours, which has been launched by the Ministry of Higher Education and Science. The purpose of calculating teaching hours is to highlight how many hours of teaching, supervision or student teacher instruction students are offered on the degree programmes.

In accordance with the quality assurance policy at Aarhus BSS, Bachelor's programmes must comprise no less than 180 teaching hours on average per semester, while Master's programmes must comprise no less than 120 hours on average per semester.

**Contents**

Please describe the academic content of the course and if relevant, list the main parts/subjects that the course consists of. The description of the course content should be stated separately from the learning objectives.

**Course coordinator\***

Please state the name and email of the member of academic staff who has the overall academic responsibility for the course.

You may only state one course coordinator.

The course coordinator will be responsible for handling e.g. teaching evaluations and exam complaints in connection with the course.

The field must be filled in.

**Lecturer**

Please state the name of the lecturer(s). If the course coordinator listed in the field above is also a lecturer on the course, his/her name must be repeated in this field.

**Academic term\***

Please state the semester on which the course is placed within the degree programme, for example 4th semester. If the course is part of more than one degree programme, please state the semester on which the course is placed within each degree programme.

**Syllabus**

If relevant, please state the total number of pages in the syllabus. You can enter information about the literature in the "Literature" field.

**Literature**

Please state the course literature if this has been determined by the time the course description is submitted.

If you include the course literature in the course description, you must use this literature in the teaching. Otherwise, the students risk buying books that they will not be using.

**Maximum enrolment\***

Please note that there will always be a limitation on the number of students who can be enrolled in the course due to the room reserved for teaching.

In addition, there may be pedagogical reasons for limiting the number of students. This may also be stated in this field. Such a limitation must always be discussed with the director of studies.

Criteria for selection in the event that there are too many applicants must be described on the study portal. Here you must also state if the course content overlaps with other courses (e.g. students may not choose this course and the course “xxx” due to overlap). In this way, we can ensure that students are not taking courses with overlapping content in the same study programme.

**Academic prerequisites**

Please indicate any academic prerequisites or other courses that it is recommended that the students have completed before taking this course.

**Exam details****Assessment\***

Choose between:

- 7-point grading scale
- Pass/Fail

The assessment ‘Pass’ or ‘Fail’ may be used only for examinations accounting for a maximum of one third of the degree programme’s ECTS credits, cf. the Examination Order.

**Type of co-examination\***

Please select one of the following types of co-examination:

1. **Internal co-examination:** Assessment by an examiner and one or more internal members of the teaching staff.
2. **No co-examination:** The exam is assessed by the examiner only.
3. **External co-examination:** Assessment by the examiner and one or more external co-examiners appointed by the Danish Agency for Higher Education.

For the sake of the exam administration and case handling, it is important to distinguish between whether there is no co-examination or internal co-examination even though this division is not applied in the Examination Order.

External co-examination must be used for exams accounting for at least one third of the degree programme’s ECTS credits. cf. the Examination Order.

**Prerequisites for exam participation**

Prerequisite activities that the student must fulfil to be allowed to take the exam in the course may be defined. The vice-dean for education has established a framework for prerequisite activities on the school’s degree programmes. See the [Dean’s office memo of 17 May 2018](#) (*in Danish*).

Prerequisite activities must only be applied when there are clear pedagogical and academic reasons for why these should be prioritised over voluntary activities.

If the student needs to fulfil certain prerequisite activities in order to take the exam, these must be clearly described below this field in the course description. This includes:

Content: The content of the prerequisite activities must be clearly described. Examples of prerequisite activities may be to hand in a certain number of written assignments during the semester, to hold a certain number of presentations or to participate in class.

Formalities: The student must not be required to have passed the prerequisite activity in order to take the exam. This means that the prerequisite activity must not be assessed "Pass"/"Fail" or "Approved"/"Not approved". However, a number of formalities may be listed which the student must fulfil in order to fulfil the prerequisites, e.g. the minimum length of a written assignment, the number of topics/theories discussed in a written assignment. These formalities must be clearly described in the course description. If the student does not fulfil the prerequisites, he or she will not be allowed to take the exam and will have used an exam attempt.

Re-exam in the re-examination period: Students, who have used an examination attempt at the ordinary exam, must have the opportunity to take the re-exam. Please note that if students, who have not fulfilled the prerequisite activities prior to the ordinary exam, are required to do so prior to the re-exam, this must be clearly described in the course description.

### **Type of exam\***

**Choose between the following types of exams:**

1. Take-home assignment
2. On-site written exam
3. Oral exam
4. Lecture participation

You should select a type of exam that ensures coherence between the learning objectives, the course content and the exam.

### **Exam duration\***

Please state the duration of the exam. The duration must be stated in days, hours or minutes, e.g. 5 days, 3 hours or 20 minutes.

For oral exams, both individual and group exams, please state the time per student including the time used for assessment.

### **Preparation time\***

For oral exams, please state the preparation time, if any.

### **Aids permitted\***

Please indicate which aids the students are allowed to use at the exam. Choose between:

1. **All**: The students may bring all ordinary aids to the exam, such as notes, dictionaries and textbooks.
2. **None**: The students may not bring any aids to the exam.

3. **Specified:** The students may only bring the aids specified in the course description to the exam.

If you select **Specified**, you must include a detailed description of the aids that the students are allowed to use.

Find out more about aids in digital exams. <http://studerende.au.dk/en/studies/subject-portals/economics/examination/digital-exam/guidelines/>

### **Additional description of the type of exam**

Prepare a detailed description of the exam including:

- **For take-home assignments** - whether the assignment is set or elective (self-chosen subject within the academic field) and the scope of the assignment.
- **For oral exams** - the content of the exam, e.g. whether the student must draw a question, whether the exam is based on the syllabus, or whether the student must defend a written exam paper.
- **For group exams** - please specify the maximum number of students per group, whether students can opt for an individual exam and requirements for individualisation of written papers. Please note that if a written group paper is not followed by an oral exam, the individual students' contribution must be clearly marked, cf. the Examination Order.

See the following examples of exam descriptions:

#### **Example 1:** from an oral exam:

*The student must be able to answer one or more questions posed by the lecturer within the field of study (syllabus), elaborate on and discuss relevant aspects of the question(s) in dialogue with the examiner and co-examiner. The question(s) relate to theoretical and methodological issues in connection with the measurement of external, internal and integrated communication in organisations as well as with relevant and related aspects such as the measurement of reputation, image and identity as well as the structure of communication.*

#### **Example 2:** from a take-home assignment followed by an oral exam:

*The student must prepare a written synopsis that analyses, solves, discusses and/or evaluates a communicative problem or assignment of a theoretical or practical nature within corporate communication from an internal perspective. The topic of the synopsis must be approved by the supervisor. The student is responsible for providing the theoretical and/or empirical basis of the synopsis. The synopsis must be uploaded to WISEflow seven days before the oral exam.*

*The written synopsis should contain max. xxx characters, corresponding to 10 standard pages in length excl. appendices. The number of characters must be stated in the synopsis.*

*Written assignments that do not comply with these stipulations cannot be accepted for assessment and will be rejected.*

*The oral exam lasts 30 minutes (incl. assessment and grading) and consists of two parts. The first part is directly related to the synopsis. Here the student must explain and account*

*for the choices made in the synopsis. The student presentation may last no more than five minutes and is followed by a dialogue and discussion on the synopsis. The second part of the oral exam relates to the syllabus. Here, the student must answer one or more questions posed by the examiner on key theories, concepts and models within the field of study (the syllabus) and elaborate on and discuss relevant aspects of the question(s) in dialogue with the examiner and co-examiner.*

### **WISEflow\***

For written exams and take-home assignments, please state how the exam will be held on WISEflow - the digital exam platform. Please select one of the following:

- **WHAI:** Take-home assignment submitted digitally in WISEflow.
- **WHAI + Oral:** Take-home assignment submitted digitally in WISEflow followed by an oral exam.
- **WOAI:** On-site written exam submitted digitally in WISEflow, use of the internet allowed during the exam, own PC required.
- **WOA:** On-site written exam submitted digitally in WISEflow, use of the internet NOT allowed during the exam, own PC required.
- **WOMC:** Multiple-choice on-site written exam submitted digitally in WISEflow, use of the internet NOT allowed during the exam, own PC required. The questions are answered in FLOWlock - a closed browser which prevents you from accessing anything else on your PC. The FLOWlock browser must be installed prior to the exam.
- **WO:** On-site written exam submitted digitally in WISEflow, use of the internet NOT allowed during the exam, own PC required. The assignment is completed in FLOWlock - a closed browser which prevents you from accessing anything else on your PC. The FLOWlock browser must be installed prior to the exam.
- **ON:** On-site written exam without a PC (completed on paper).

### **Re-exam in the re-examination period\***

Enter the type of exam in the re-examination period. If the type of exam is the same as in the ordinary exam, please state the following:

“Re-exam: same type of examination as in the ordinary exam.”

Please note that if the ordinary exam includes group activities or classroom participation, the type of exam in the re-examination period will always have to be different. Also, please keep in mind whether the type of exam is appropriate for the short re-examination period.