Information sheet – Course directory definitions

In the course directory https://ufind.univie.ac.at/en/vvz.html students can find the range of courses offered by the University of Vienna. It is organised according to the directorate of studies (SPL), the degree programme type (bachelor's, master's, diploma or doctoral programmes, etc.) and the semester.

Section 76, para. 1 and 2 of the Universities Act and the Statutes of the University of Vienna specify the details about module and subject examinations, course examinations (and the preceding courses with non-continuous assessment) and courses with continuous assessment that have to be announced in the course directory in due time before the registration period starts.

Concretely, these details are:

Information on	Module or subject examinations	Courses with non-continuous assessment	Courses with continuous assessment
Language	x	x	x
Aims, contents and methods of the course		x	x
Type of assessment	x (written / oral)	x (written / oral)	x (written / oral) per partial achievement
Permitted materials	during an examination	during an examination	per partial achievement
Minimum requirements for passing this course (assessment criteria)	x	x	x - including attendance requirements
Assessment criteria	x	x	x - consideration of individual partial achievements in the assessment
Examination topics / content to be learned in the course	x	x	x
Reading list	x	x	x

General information about the announcement of examinations:

- Information in the course directory is generally provided in German. The use of English is permitted if a course is held in English. If the information is provided in another foreign language, a German translation is compulsory.

- You only need to indicate the maximum number of participants for courses with continuous assessment and not for courses without continuous assessment (lectures).

- Parallel courses: In this case, the information should be coordinated with the other lecturers (but does not have to be identical).

- To give students a consistent overview of the information in the course directory, you should use the predefined structure, as far as possible (information is available in the relevant chapters).

- Information about the aims, contents and methods should be concise and meaningful (detailed and further information about the course contents can also be specified on Moodle).

- It is important that registration and de-registration periods are displayed for every course, even if the SPL fixed uniform periods for all courses.

- Timely announcement of examination dates is compulsory.

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Predefined course directory structure for the announcement of examinations:

a. LANGUAGE

The languages that are **defined in the curriculum**, may be used as the **course language**.

b. AIMS

What is the learning outcome of this course?
Comprehending ..., understanding of ..., command of ..., able to adopt ..., acquiring abilities ..., acquiring skills ...,
Please note: You have to consider the learning outcome as defined in the curriculum.

c. CONTENTS

Which contents are taught in the course?
Meaningful, concise description, detailed information on Moodle

d. METHODS

How are course contents taught?
For example: Lectures, student presentations, group work, etc.

e. TYPE OF ASSESSMENT

What student achievements are required for the examination or course?
For example: 2 written unannounced tests, student presentation, seminar paper (20 pages minimum), etc.

f. PERMITTED MATERIALS

What materials may be used during the examination or the partial achievements?
For example: Calculator for written tests, non-annotated legal codes (without any notes), non-annotated dictionary (without any notes), etc.

g. MINIMUM REQUIREMENTS FOR PASSING THE COURSE (ASSESSMENT CRITERIA)

What are the requirements students have to satisfy in any case to actually pass the course?
Example for a course with continuous assessment: Attendance (2 times unexcused absence is permitted), substitute achievements by agreement, giving a presentation, submitting a seminar paper (a conversation on the grade prior to the assessment of the course, if required).

Example for a course without continuous assessment: To attain a pass grade, X % of the maximum number of possible points are necessary, i.e. Y out of Z points.

h. ASSESSMENT CRITERIA

How are the partial achievements or the individual questions assessed? Which grade is given for which achievement or number of points?

Example for a course with continuous assessment: You can achieve 100 points
- 3 short tests (the results of the two best tests will be considered) 10 points per test = 20 points
- Participation: 10 points
- Presentation: 20 points
- Oral examination: 20 points
- Seminar paper: 30 points

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Grading example:
- 1 (excellent) 100 – 90 points
- 2 (good) 89 – 81 points
- 3 (satisfactory) 80 – 71 points
- 4 (sufficient) 70 - 61 points
- 5 (insufficient) 60 – 0 points

Please note: Attendance cannot be part of the assessment, but it can be a minimum requirement.

i. EXAMINATION TOPICS / CONTENT TO BE LEARNED IN THE COURSE

What do students need to learn or do for the examination or partial achievements?
Contents of lecture units, basic reading xy, student presentations, chapter 1-3 in the lecture notes xy, etc.

j. READING LIST

Which reading material supports students in achieving the above mentioned learning outcomes?