

## Guidelines for Course Implementation at EMUNI

The purpose of this document is to help teachers (lecturers) in planning the Course delivery by ensuring a similar standard across the courses at EMUNI. The document is based on experience and recommendations from previous years and will continue to be evaluated.

- The implementation of the course is the responsibility of the Course Holder who coordinates the work of all the collaborators (professors and assistants) participating to the delivery of the Course.
- Each Course is delivered in compliance with the Course Syllabus approved by the Senate.
- All the Courses are delivered in accordance with the academic calendar and a detailed weekly schedule provided by EMUNI Education Department Office. Any Course is delivered in a combined method of face-to-face education (conducted in EMUNI classrooms or at field trips) and on-line sessions (conducted on distance via the Moodle platform).
- The Education Department prepares the schedule of face-to-face sessions in accordance with lecturer's availability and by considering the principles of balanced teaching/learning workloads for students and teachers. It is up to the Course Holder to distribute other planned educational activities of the Course before, during and/or after the scheduled face-to-face sessions in a reasonable way.
- E-learning platform (Moodle) is an essential tool for the Course delivery and its activities, and has to contain all the relevant Course information. At minimum, these are:
  1. Course objectives.
  2. Learning outcomes.
  3. Course descriptions.
  4. Assessment methods.
  5. Assignments.
  6. Required Course materials.
  7. The period in which the teacher is available.
  8. The type of communication with students.
- EMUNI proposes that Courses of 8 ECTS which include lectures only should be broken down into **8 (± 2) Thematic Sessions** (Topics in the Moodle platform) of 1 ECTS each. Courses which include lectures and tutorials, such as languages and practical trainings should also seek to cover 1-2 thematic sessions per ECTS.
- **Each Thematic Session** of 1 ECTS involves 25-30 hours of overall student's workload, of which 3-6 hours as contact hours (lectures, seminars, tutorials, lab or field work), performed either face-to-face or on-line, and 20-25 hours as student's individual work.

- **In each** Thematic Session that is conducted on-line, at least the following elements need to be specified in the Moodle platform:
  1. The title of the Thematic Session (Topic).
  2. [Learning outcomes](#) (click for useful material).
  3. Instructions for students on how to approach the topic and what are their study obligations.
  4. Study materials (articles, books, blogs, videos, podcasts etc.).
  5. Student activities and assignments in connection to the Thematic Session and materials (the following are available on Moodle: Assignment, Chat, Choice, Database, External Tool, Forum, Glossary, Lesson, Quizz, SCORM package, Survey, Wiki and Workshop).
  6. Student learning support availability and response timeframe: e-mail contact, Skype or telephone.

**EMUNI Education Department**

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*Piran-Pirano, 7 November 2017*