



Course information checklist

All course-relevant information must be made available to the students **before January 15th** (for the summer semester) and **July 1st** (for the winter semester)

Courses without continuous assessment (lectures)

Courses without continuous assessment (*nicht prüfungsimmanente Lehrveranstaltungen*, npi-LV) are those where the final grade is determined exclusively by the final exam

- Course dates/time:** exact dates and time for each unit
- Course venue:** the exact address of the on-site teaching, including room or lecture hall number. For online-only courses, the corresponding Moodle page (linked automatically)
- Course format:** on-site, online, mixed (some classes are on-site, others are online) or hybrid (audience both on-site and online). In case of mixed format, specify the format for each unit
- Exam dates:** the exact dates and times of the exams. At least one *specific* exam date/time must be scheduled in the same semester, after the last unit of the course. At least three additional *specific* dates must be provided at the beginning, middle and end of the following semester
- Language:** German or English only. If the course is only offered in English, this must be announced in the course directory *before* the start of the registration period. Language for the exam must correspond to the language of the course
- Course content and goals:** describe the major topics and the intended learning outcomes of the course
E.g.: *Topics A, B, C. By the end of the course the students should be able to identify (describe, interpret, apply, compute, perform, plan, evaluate, etc) XXX, YYY and ZZZ*
- Methods of instruction:** outline how the content will be delivered (series of on-site/online lectures, educational videos on Moodle, flipped classroom, etc)
- Type of assessment:** briefly describe the exam (oral or written, multiple choice or open-ended questions, open-book or not, number of the exam questions, length of the exam)
- Allowed / not allowed aids:** clearly describe allowed and not allowed materials during the exam (no aids, calculator, phones/no phones, etc)
- Examination topics (*very relevant for students!*):** a list of concepts/topics covered in the exam, references to relevant literature and lecture materials
- Minimal requirements and grading scale:** describe *in advance* how many points should be achieved for a positive grade (1..4) and the exact grading scale. NB: for lectures or lecture series (VO), attendance cannot be a requirement
E.g.: 1 ("*Sehr Gut*"): 87-100%; 2 ("*Gut*"): 75-86.99%; 3 ("*Befriedigend*"): 65-74.99%; 4 ("*Genügend*"): 55-64.99%; 5 ("*Nicht genügend*"): <55%. For a positive grade, you need to achieve a minimal of 55% correct answers in a written test/exam
- Literature:** a list of compulsory and recommended literature

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Courses with continuous assessment (seminars, practicals, etc)

Courses with continuous assessment (prüfungsimmanente Lehrveranstaltungen, pi-LV) are assessed through two or more *partial achievements (Teilleistungen)*. Attendance cannot be counted as a partial achievement, but as a prerequisite for successful course completion

- Course dates/time:** exact dates and time for each unit. Attendance of the first unit is obligatory; no-shows are de-registered, and their places are filled by the waiting list
- Course venue:** the exact address of the course, including room or lecture hall number
- Course format:** on-site, online, mixed (some classes are on-site, others are online) or hybrid (audience both on-site and online). In case of mixed format, specify the format for each unit
- Course content and goals:** describe the major topics and the intended learning outcomes of the course
E.g.: *Topics A, B, C. By the end of the course the students should be able to identify (describe, interpret, apply, compute, perform, plan, evaluate, etc) XXX, YYY and ZZZ*
- Assessment:** detailed description of the partial achievements necessary for completing the course
E.g.: *The evaluation will be based on active participation (completion of at least 3 out of 4 written assignments), public presentation of the chosen paper, positive results of practical exercises, written report, theoretical knowledge on XX and ZZ, written exam, etc*
- Minimum requirements and assessment criteria:** describe *in advance* the requirements and criteria for students to get the positive grade. This could be number of unexcused absences, contribution of individual partial achievements (*Teilleistungen*) to the final grade, minimal number of submitted assignments, etc. If needed, describe code of conduct (such as adherence to lab safety rules, etc). You may also define additional requirements and criteria (e.g., *written exam must be passed with success*) and/or add the exact grading scale.
E.g.: **(A) Minimal requirements:** *compulsory attendance, active participation, written protocol and final exam. For the positive grade, all partial achievements must be positively assessed*
(B) Active participation: *33%; labbook and report (protocol): 33%; final written examination: 34%. The final exam must be passed positively; an opportunity for improvement in the case of negative results is possible.*
(C) Active participation refers to reading and completion of the materials and activities on course Moodle pages, active participation in experimentation, proactive learning of experimental methods and experimental design, data presentation and analysis. Final exam: *correct and complete answers to questions covering examination topics.*
- Examination topics (very relevant for students!):** a list of concepts/topics covered in the exam, references to relevant literature and lecture materials
- Literature:** a list of compulsory and recommended literature