

Guidelines for Modularization

What does modularization mean?

Modularization means that subject areas are summed up to fit a theme and timeframe in balanced, self-coherent units. Students can be examined on the material of the module and awarded achievement points. Modules can consist of various forms of teaching and learning (such as lectures, practical courses, internships, etc.). A module can comprise the contents of one individual semester or a year of study but it can also extend over several semesters. Modules are basically completed with exams on the basis of which achievement points are awarded. Modules must be described along with the amount of work and the achievement points that are to be awarded¹.

Applicants are recommended to use the following structure for describing modules:

1. Overview of module for a curriculum

Course	Course type	ECTS	Contact hours	Self study	Instructors	
					Permanent faculty	External instructors
MODULE I:						
LV 1						
LV 2						
usw.						
MODULE II:						
LV 1						
LV 2						
usw.						
MODULE III:						
LV 1						
LV 2						
usw.						
SUM TOTAL		xy	xy	xy		

2. The description of a module should contain at least the following:

- a) Contents and qualification goals of the module
 Description of the contents and the qualification goals² to be attained in the sense of:
 - Knowledge: information, theory and/or factual knowledge

¹ Definition presented by the Cultural Ministers Conference of Sep. 15, 2000 in the version of Oct. 22, 2004.

² Cf. Commission of European Communities (2006). Proposal for a recommendation of the European Parliament and the Council for establishing a European Qualification Framework for Lifelong Learning of Sep. 5, 2006. Online in Internet: http://www.bibb.de/dokumente/pdf/a13_eqf_rec_de.pdf [Version date: 16.07.2007]

S 2/2 Guidelines for Modularization

- Skills: cognitive and practical skills where know-how (knowledge) is used
 - Competences: Integration of knowledge, skills and social as well as methodological abilities in working and life situations.
- b) Forms of teaching
Description of individual teaching and learning forms (lectures, practical courses, internships, seminars, project work, self study, etc.)
- c) Requirements for participation
Which modules must already be successfully completed? How can the student prepare himself/herself for participation in this module (literature lists, information regarding teaching and learning programs that are based on multi-media, etc.)?
- d) Amount of work
Total number of hours (differentiated according to contact time and self study) and ECTS
- e) Forms of exams and grade system
- f) Duration of the modules
Number of semesters to be indicated
- g) Use of module
How does the module relate to other modules within the same course of study or with other courses of study (even for continuing studies or post-graduate study courses)?
- h) Frequency of modules offered
When is the module offered (in each semester, in each year of study, in greater intervals)?
- i) Planned group size

3. The description of individual courses of the module should contain at least the following:

- a) Name/assignment to module
 - b) Contents
 - c) Learning goals and learning results (competences and qualifications, knowledge and skills)
 - d) Teaching and learning forms
 - e) Scope and amount of work (semester hours, ECTS)
 - f) Instructors
 - g) Basic literature used in the course
-