



Help for filling out the course description in BOKUonline

The course description in BOKUonline has to be filled out completely in German and English by the respective lecturer. If a course is offered in English, the English-language description is sufficient.

General information: (Already pre-defined for curricular teaching, only to be filled in for free elective courses)

Title	
Number	<i>Centrally assigned</i>
Type	
Semester hours	
Offered in the semester	
Lecturer (Contributor)	
Organisation	
Position curriculum/ECTS	

Course information:

Content	<ul style="list-style-type: none"> - Detailed overview of the central topics of the course in keywords - Structuring of the content offered in categories such as: Basics, theory, methods, practical exercises, etc. - More detailed description (no listing of book chapters)
Content-related prerequisites (expected knowledge)	<ul style="list-style-type: none"> - Precise description of what students should already know, understand and be able to do in order to successfully complete the course - Description of the contents of courses in which this knowledge, skills, and abilities are taught - <i>Additionally</i> recommended completed examinations - Please avoid the term "high school graduation level", instead describe the content of the expected knowledge
Goal (expected learning outcomes and acquired competences)	<ul style="list-style-type: none"> - Description of learning outcomes, i.e. what knowledge, skills, and abilities students possess after successful completion of the course. - Separate information is available for phrasing the learning outcomes – please click on the following link: https://boku.ac.at/universitaetsleitung/senat/boku-studien-fuer-die-zukunft/lernergebnisse/
Instruction/teaching language	<ul style="list-style-type: none"> - Selection of the language in which the course is held - <i>Please note: Please report a change of language from German to English to Study Services/Division of Administration of Teaching and Learning.</i>
Teaching and learning method (teaching the competences) Workload for students	<ul style="list-style-type: none"> - Description of the didactic concept of the course: Designation of the structure in lecture parts, interactive parts such as group work, expected interaction between teachers/students, project work, literature study, form of examination preparation. - Use of teaching materials (books, scripts, presentations, computer programmes, videos, samples, etc.)
Course dates	<ul style="list-style-type: none"> - Link: Details (entry of the schedules via the data input screen – desired date in the case of centrally administered rooms –, fixed date in the case of rooms for which you have room administration rights yourself) - Possible additional explanations to courses

Participation criteria & registration	<ul style="list-style-type: none"> - Enrolment via BOKUonline - Indication of additional enrolment requirements if necessary, e.g. payment of excursion fees. - Please note: Each lecturer has the possibility to filter participation in BOKUonline according to different groups (e.g. for students of certain studies or for compulsory/elective courses).
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Information regarding the examination:

- Prerequisites according to the curriculum	- Examination requirements insofar as they are anchored in the curriculum (standardised setting)
- Assessment scheme (assessment method, examination mode)	<ul style="list-style-type: none"> - Detailed information on the mode of examination (e.g. written, oral, positioning of the examination in the course, examination-immanent course, number of partial performances). - Detailed indication of the assessment scheme, e.g. score weighting and corresponding grade, extent of attendance required, partial performances (oral, written, manual, participation, etc.). - Observance of legal and BOKU-internal regulations - Please note: Please do not link to other websites or systems (such as BOKUlearn). - Please note: <i>The information must be provided before the start of the semester and may not be changed during the semester in which the course is held.</i>
- Examination Dates & Enrolment	<ul style="list-style-type: none"> - Link: Details (Not editable) - Examination dates are to be entered as appointments in BOKUonline. - Additional information, e.g. individual appointment with the lecturer
- Number of examination dates in the semester	<ul style="list-style-type: none"> - Indication of the number and dates of examinations per semester - Please note: With lectures, 3 examination dates per semester must be offered in any case. In the case of examination-immanent courses, at least 2 partial performances are to be achieved, whereby e.g. submission deadlines are also to be specified here. Examinations are also possible during the period when no lectures are held.

Additional information:

- Recommended specialist literature	<ul style="list-style-type: none"> - Naming relevant literature - Naming of available scripts and documents (with indication of where they can be obtained)
- Online Information	- Specification of links to information and documents available online, preferably a link to the BOKUlearn learning platform.
- Note	<ul style="list-style-type: none"> - Additional relevant information, e.g. availability of the lecturer(s) - Information on external venues (e.g. excursion destinations) - Costs incurred by the students (cost contributions, recommended resources, printouts, calculated costs)

Further detailed information can also be found in the [course survey documentation](#).