**European Syllabus Components**

**(The order is flexible)**

Name of the module[1]- title of the Module.

Number of module- numeric code of the module, needed for registration, represent certain information for the institution administration.

Credits- number of credits in the Israeli system, based on contact hours.

ECTS credits- number of credits in the European Credit Transfer System.

Academic year- in which academic year the module is being taught.

Semester (or duration) - in which semester the module is being taught (in case of other itinerary based program: the length and dates of the module).

Hours of instruction- the hours in which the module takes place.

Location of instruction- the location of lectures (or any other kind of instruction) in the module.

Language of instruction- the Language in which the instruction is done (and usually the language in which the work and assignments is done, if not, detailing is needed).

Cycle- the degree level in which the module is being taught (BA, MA etc.).

Position- the level of the module (introductory, advanced, seminar etc.), the nature of the module (elective module or a compulsory module etc.) on the different degree programs, and whether it is a prerequisite for other modules.

Field of Education\ content area- the discipline and main area in which the module is belong to.

Responsible department- the academic department that provides the module and its services).

Lecturer and contact details- the name of the person in charge of the instruction in the module and the details to contact him if needed (such as phone number, email address, office number).

Teaching assistant and contact details (if needed) - the name of person who takes part in the module as an assistant and the details for students to contact him if needed (such as phone number, email address, office number).

Office hours- days and hours when the lecturer and\or assistant are available at the office for the students.

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[1] Module= course in American terminology.

Entrance qualifications\ General prerequisites- the academic prerequisites that students should complete before their registration to the module.

Course Description:

Aims of the module- a broad general statement of the teaching intention in the module[2].

Objectives of the module- specific statements of the teaching intention in the module and what it hopes to achieve[3].

Learning outcomes of the module- statements of what student is expected to know, understand and\ or be able to demonstrate after complete the process of learning of the module[4].

Attendance regulation- regulation and expectations regarding students' attendance and participation in class.

Teaching arrangement and method of instruction- the methods of instruction in the module and any other arrangement regarding teaching and learning activity.

Assessment- how the students will be assessed in the module (including dates of examination and due dates).

Work and assignments- detailed instructions for the students regarding the work and assignments in the module.

Time required for individual work- a definition of the amount of hours that the students are expected to invest in the module learning process, including reading assignments, etc. according to that section the module's ECTS is calculated.

Module Content\ schedule and outlines- the content and structure of the module, including detailed subjects, and their order.

Required reading (May be added to the section above)- The literature and reading items that students in the module are required to read (on which they may be tested).

Additional literature- the bibliography of the module.

Additional information- any comment or information which maybe relevant..

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[2] Kennedy, D. (2007) *Writing and Using Learning Outcomes: A Practical Guide*, Cork: Cork College University, 18.
[3] Ibid
[4] Ibid, 19.

<u>Grading scale-</u> the academic grading system used in the module and its definition regarding the learning outcomes of the module (pass-fail\ percentage\ ECTS grading scale etc.).

<u>Module evaluation-</u> how and by which methods the module will be evaluated, by who and for what purpose.

<u>Confirmation\ ratification-</u> who (students, committee or panel) accepted and confirmed the module's syllabus, and when.

<u>Last update-</u> when was the syllabus last updated.