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# Establishment of teaching methodology and evaluation

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### *Online course contents*

Requirements for the implementation of the study course within the scope of 1 ECTS (European Credit Transfer and Accumulation System) in e-learning environments in distance learning	
Terminology of e-learning environment is precisely used and followed in the course content	Exact names for study material, discussion forums, tasks, tests.
Introductory message	At the beginning of the course is a welcome message from the teacher with clear instruction for the course
Study materials (choose one of the offered options)	Study material not less than 36000 characters without spaces (10 pages of text)
	Study material not less than 24000 characters without spaces and total of 30 min video/audio
	Study material not less than 12000 characters without spaces and total 60 min video/audio
	Study material not less than 5000 characters without spaces and total 90 min video/audio
	Part of study materials required above can be replaced with other technologically advanced teaching tools like different gamification tools, BB, Kahoot, Socrative etc.
Introductory message	At the beginning of the course there is a welcome message from the teacher with clear instruction for the course
Contact information of the lecturer	At the beginning of the course, the contact information of the lecturer (name, surname, e-mail address, etc. communication channels) is inserted.
Academic ethics	At the beginning of the course there is a brief explanation about the academic ethics (ie. plagiarism)
Topics/thematic blocks created	Not less than 2 topics
Topics/thematic blocks knowledge/understanding test	The purpose of the tests is to show students the degree of knowledge achievements of the given topic. These tests do not have to be a part of the assessment (but it can be).
	If the test of knowledge achievements is poor (the student fails the test), he/she should get indication for the areas to be repeated (note what to repeat and what to learn) and teacher may restrict him/her to move to the next topic/thematic block.
	Each course should have different activities enabling students to familiarize themselves with the materials in a given topic/thematic block.
Quality evaluation questionnaire	The course should end with a questionnaire (not taken into account for the final grade) enabling feedback from students about the course (e.g. what was good in the course, what was bad, what should be improved, what is the assessment of the course, opinion about course) – this is an element of evaluation for the teacher, which allows improving the materials presented in the course in next editions.



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## *Student evaluation*

Examinations are designed according to the specifics of the course	Each topic includes at least one form of self-test
Each topic includes at least one test form	Discussion Forum or Chat, Essay, Test, Seminar, Assignment, Checklist, Choice, Database, Feedback, Forum, GeoGebra, Glossary, Group choice, HotPot, H5P Interactive Content, Questionnaire, Verification questions, Quiz, Reservation, Survey, Workshop and more
	Forms related to student assessment are to be explicit and specified in the course regulations (written in the first section / topic of the course, syllabus). The student should be able to track their grades (points) from individual activities. The final grade is automatically calculated based on the components of individual activities.
	Final evaluation of the student should be controlled; ex. organised in front of the teacher via a videoconference application software or supervised in person by appointed teacher in the host university of the Erasmus student
Job Submission Times or Periods	When you create tasks, submission times or periods must be specified (submission times and periods will automatically appear in the calendar).
Mandatory and recommended literature on four topics, incl. each topic has at least one reference (book or URL link) to a publication that is less than five years old.	Create required and recommended literature in MS Word environment and save as PDF. The URL (Uniform Resource Locator) module allows the lecturer to use the web address as a course resource.
Evaluation criteria have been created according to the course description	Evaluation criteria are developed in MSWord table – indicating how many tasks should be done, how many points will receive, etc)

## *Quality Criteria*

Spelling and grammar checking in study materials	Study materials use spellchecking tools. Study material is free of spelling and grammatical errors. Spell check works automatically, which is indicated by the appearance of red (spelling errors) or green (grammatical) wavy lines in the text.
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## *Creative Commons*

Images included in study materials refer to sources or authors of images.	For all created material
Study materials and information meet the copyright criteria	The author's properties must be included in the Header or Footer section of the study material. If any part of the text has another author, references to that author must be included.



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## ***Additional requirements for ErasmusX courses***

Online courses are created in English language and are accessible for any Erasmus students in academic years 2020/2021 (in case of project extension 2021/2022)
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The priority study areas of the courses will be Engineering, Computing, Economics, Business, and Education, but not exclusively, with contents suitable for students of 3rd-4th year in Bachelor level, or Master level students.
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One course per University supports learners with disabilities and special needs considering possibilities to complement lectures with assistive technologies, for example by creating readable subtitles
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It is expected that the maximum number of students per course might be limited by the host institution, but at least 5 Erasmus students are participating in each course
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