

**DISTANCE LEARNING STUDY COURSE COMPONENT TEACHING-METHODOLOGICAL MATERIAL (CONTENT) BASIC REQUIREMENTS**

No.	Group	Course component	Description	Comments and examples	Condition
1.	A	Introduction	The person devising the course attaches an electronic description of the course, which he or she has harmonised with the programme director and department head.	-	Compulsory
2.		Author's address and photograph	The course author provides an address comprised of a few introductory sentences, wishes students success in their studies, as well as providing his or her photograph.	-	Compulsory
3.		Video – audio introductory lecture	The course author records an introductory video-audio (duration 5 – 20 minutes), in which he or she introduces the main elements required to pass the study course.	File recorded with the help of the IT Department or independently.	Compulsory
4.		Literature Content, books and research papers prepared by the faculty member, as well as regulatory documents and other information sources	The person devising the course offers various materials which can be: 1. A personally prepared file of teaching materials, which is available to students electronically; 2. A list of regulatory documents, which apply to course content in conformity with the description of the study course, a list of additional literature in electronic format, research papers and other materials	Material prepared by the course author must contain quotes and references to other authors' materials.	Compulsory
5.		Study courses, with which terminology used must be harmonised.	In order to ensure consistent terminology and methodology, in conformity with the description of the study course, study courses must be specified that the student must pass before taking the relevant study course.	For example, "In order to pass Course "B", it is also necessary to additionally pass Course "A".	At the author's discretion
6.		Guidelines for work with section (subject) teaching materials	The author describes the order in which materials are to be studied (week by week) and recommends how to carry out study activities correctly.	For example, "Guidelines for Passing the Course"	Compulsory
7.		News Forum	Initially incorporated into all courses. It is envisaged that only the lecturer or administrator can post information which course students receive by e-mail.	-	Compulsory
8.		Forum – Consultations	Initially incorporated into all courses. It is envisaged that the lecturer can post information that the students and can participate and engage in a discussion.	-	Compulsory
9.		Calendar	Initially incorporated into all courses to track submission deadlines.	Attached by administrator	Compulsory
10.		Activities	Initially incorporated into all courses, in order to divide files into groups.	Attached by administrator	Compulsory
11.		Online users	Initially incorporated into all courses, in order to communicate with other users.	Attached by administrator	Compulsory
12.		Dictionary (glossary)	A dictionary (glossary) may be posted for the course with the main course	For example, a glossary of	At the

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			terminology or a reference to such a glossary.	terms	author's discretion												
13.	B	Theoretical material	The person devising the course specifies the order in which the course is to be taken. Theoretical material can be offered in the form of presentations or thematic materials.	-	Compulsory												
14.		Presentations	For each subject, a presentation must be prepared with the Author's comments and explanations about basic issues related to the subject. Basic words (subject contents) need to be formulated. No. of presentations: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>1 CP</th> <th>2 CP</th> <th>3 CP</th> <th>4 CP</th> <th>5 CP</th> <th>6 CP</th> </tr> </thead> <tbody> <tr> <td>Not less than 2</td> <td>Not less than 4</td> <td>Not less than 6</td> <td>Not less than 8</td> <td>Not less than 10</td> <td>Not less than 12</td> </tr> </tbody> </table>	1 CP	2 CP	3 CP	4 CP	5 CP	6 CP	Not less than 2	Not less than 4	Not less than 6	Not less than 8	Not less than 10	Not less than 12	<b>Additional:</b> <ul style="list-style-type: none"> <li>template – with RISEBA logo;</li> <li>recommended no. of slides – no less than 20;</li> <li>Illustrations and tables must be accompanied by explanatory comments.</li> </ul>	At the author's discretion
1 CP		2 CP	3 CP	4 CP	5 CP	6 CP											
Not less than 2		Not less than 4	Not less than 6	Not less than 8	Not less than 10	Not less than 12											
15.		Video-audio material	The course author records video-audio material (duration: <b>10 – 30 minutes</b> ) with elements explaining the subject. No. of materials: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>1 CP</th> <th>2 CP</th> <th>3 CP</th> <th>4 CP</th> <th>5 CP</th> <th>6 CP</th> </tr> </thead> <tbody> <tr> <td>Not less than 2</td> <td>Not less than 4</td> <td>Not less than 6</td> <td>Not less than 8</td> <td>Not less than 10</td> <td>Not less than 12</td> </tr> </tbody> </table>	1 CP	2 CP	3 CP	4 CP	5 CP	6 CP	Not less than 2	Not less than 4	Not less than 6	Not less than 8	Not less than 10	Not less than 12	The material is recorded with the help of the I Department or independently. RISEBA University must be mentioned.	Compulsory
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16.	Subject materials	For each subject, the Author offers several files with which to learn the subject and/or for in-depth studies. No. of files: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>1 CP</th> <th>2 CP</th> <th>3 CP</th> <th>4 CP</th> <th>5 CP</th> <th>6 CP</th> </tr> </thead> <tbody> <tr> <td>Not less than 2</td> <td>Not less than 4</td> <td>Not less than 6</td> <td>Not less than 8</td> <td>Not less than 10</td> <td>Not less than 12</td> </tr> </tbody> </table>	1 CP	2 CP	3 CP	4 CP	5 CP	6 CP	Not less than 2	Not less than 4	Not less than 6	Not less than 8	Not less than 10	Not less than 12	<b>Additional:</b> <ul style="list-style-type: none"> <li>For preparation of materials, use the RISEBA presentation template.</li> </ul>	Compulsory	
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17.	Documents, research papers and conference materials	For each subject, the Author offers material prepared by the course author during the past 6 years with correctly used references, as well as research papers and conference materials. If the Author does not have his or her own material, he or she may use other authors' articles and materials from publicly available sources.	At least one set of material must be provided for each subject.	Compulsory													
18.	Forms of self-examination and monitoring of knowledge, skills and competences acquired by students	The author offers self-examination questions, which must contain a reference to the correct answers. The number of tests on the course are determined by the author. A question bank may include an unlimited amount of questions. The course author can also offer open questions, providing answers separately or references to the correction direction for the answer.	Test questions must be formulated so that there is a possibility to automatically check them using Moodle automatic verification tools.	Compulsory													
19.	Ongoing (practical, examination) work	Potential versions of ongoing work: individual assignments; creative work, tests or average assessment of tests, etc. Course workload: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>1 CP</th> <th>2 CP</th> <th>3 CP</th> <th>4 CP</th> <th>5 CP</th> <th>6 CP</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> </tbody> </table>	1 CP	2 CP	3 CP	4 CP	5 CP	6 CP	1	2	3	4	5	6	-	Compulsory	
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20.	<b>C</b>	Practical assignment examples or samples	The author can offer examples or samples of how to carry out practical assignments on the course	-	At the author's discretion
23.	<b>D</b>	Examination process	The person devising the course describes the examination schedule and requirements. If the examination takes place orally, a list of examination questions must be provided.	E.g. "Questions to prepare for the examination"	Compulsory
24.		Course final assessment formation system	The author describes study result evaluation methodology contents and form (access requirement for an interim test/examination and assessment criteria, assessment calculation formula).	E.g. final assessment is equal: the assessment for 2 tests: 2*20%, examination 40%.	Compulsory
25.		Examination/course work presentation	<ul style="list-style-type: none"> <li>• Examination test for (in Bachelor's and professional programmes in distance learning form), with the opportunity to automatically verify with it with the help of Moodle;</li> <li>• The form of examination (in Master's programme or full-time form) is chosen by the course author (testing, in oral form via Skype, or written form with the next test);</li> <li>• Course work presentation orally via Skype.</li> </ul>	The choice of the version of the final examination type depends on the programme level and course description	Compulsory