

DEGREE, STUDY MODULE AND COURSE UNIT DATA

Version: 1.22

Date: 2006-09-25

Editor: Lassi Nirhamo, Jarkko Leponiemi

Project group:

Antti Auer, Teemu Ajalin, Sami Hautakangas, Ilmari Hyvönen,
Julian Lindberg, Mikael Linden, Mikko Markkola, Totti Tuhkanen

Contents

| | |
|---|----|
| Contents | 2 |
| Introduction | 5 |
| Purpose of the Document | 5 |
| Document Contents | 5 |
| About Using the Specification | 6 |
| Revisions to the specification | 6 |
| Specification of the Data Structure Terminology | 7 |
| Degree | 7 |
| Degree programme | 7 |
| Specialisation option | 7 |
| Study module | 8 |
| Free study module | 8 |
| Course unit | 8 |
| Structure Figures 1 | 9 |
| Structure Figures 2 | 11 |
| Application Notes | 15 |
| Coding of Information | 15 |
| Language Versions | 15 |
| Extensions | 15 |
| Fields | 16 |
| 1 Degrees | 19 |
| 1.1 Key words | 19 |
| 1.2 Prerequisites | 19 |
| 1.3 Credits | 19 |
| 1.4 Further Information | 20 |
| 1.5 Name | 20 |
| 1.6 Content | 20 |
| 1.7 Objectives | 21 |
| 1.8 Identifier | 21 |
| 1.9 Degree Programmes | 21 |
| 1.10 Organisation Responsible | 21 |
| 1.11 Version | 22 |
| 2 Degree Programmes | 23 |
| 2.1 Key words | 23 |
| 2.2 Prerequisites | 23 |
| 2.3 Credits | 23 |
| 2.4 Further Information | 24 |
| 2.5 Name | 24 |
| 2.6 Study Modules | 24 |
| 2.7 Specialisation Options | 25 |
| 2.8 Content | 25 |
| 2.9 Objectives | 25 |
| 2.10 Identifier | 26 |
| 2.11 Free Study Modules | 26 |
| 2.12 Organisation Responsible | 27 |
| 2.13 Version | 27 |
| 3 Specialisation Options | 28 |
| 3.1 Key words | 28 |
| 3.2 Prerequisites | 28 |
| 3.3 Further Information | 28 |
| 3.4 Name | 28 |
| 3.5 Study Modules | 29 |
| 3.6 Content | 29 |
| 3.7 Objectives | 30 |
| 3.8 Identifier | 30 |
| 3.9 Free Study Modules | 30 |

| | | |
|------|--------------------------------|----|
| 3.10 | Organisation Responsible | 31 |
| 3.11 | Version | 32 |
| 4 | Study Modules | 33 |
| 4.1 | Evaluation..... | 33 |
| 4.2 | Key words..... | 33 |
| 4.3 | Prerequisites | 33 |
| 4.4 | Credits | 34 |
| 4.5 | Further Information..... | 35 |
| 4.6 | Name..... | 35 |
| 4.7 | Course Units..... | 35 |
| 4.8 | Study Modules | 36 |
| 4.9 | Content..... | 37 |
| 4.10 | Offering Information | 37 |
| 4.11 | Objectives..... | 37 |
| 4.12 | Identifier..... | 37 |
| 4.13 | Type | 38 |
| 4.14 | Free Study Modules | 38 |
| 4.15 | Organisation Responsible | 39 |
| 4.16 | Version | 40 |
| 5 | Free Study Modules | 41 |
| 5.1 | Evaluation..... | 41 |
| 5.2 | Key words..... | 41 |
| 5.3 | Prerequisites | 41 |
| 5.4 | Credits..... | 42 |
| 5.5 | Further Information..... | 43 |
| 5.6 | Name..... | 43 |
| 5.7 | Course Units..... | 43 |
| 5.8 | Study Modules | 44 |
| 5.9 | Content..... | 45 |
| 5.10 | Offering Information | 45 |
| 5.11 | Objectives..... | 45 |
| 5.12 | Identifier..... | 45 |
| 5.13 | Type | 46 |
| 5.14 | Free Study Modules | 46 |
| 5.15 | Organisation Responsible | 47 |
| 5.16 | Version | 48 |
| 6 | Course Units..... | 49 |
| 6.1 | Time | 49 |
| 6.2 | Evaluation..... | 49 |
| 6.3 | Key words..... | 50 |
| 6.4 | Prerequisites | 50 |
| 6.5 | Credits..... | 51 |
| 6.6 | Further Information..... | 51 |
| 6.7 | Name..... | 51 |
| 6.8 | Teachers | 52 |
| 6.9 | Language of Instruction..... | 53 |
| 6.10 | Study Materials | 53 |
| 6.11 | Content..... | 53 |
| 6.12 | Modes of study..... | 54 |
| 6.13 | Offering Data | 55 |
| 6.14 | Objectives..... | 55 |
| 6.15 | Teaching methods..... | 55 |
| 6.16 | Identifier..... | 56 |
| 6.17 | Organisation Responsible | 56 |
| 6.18 | Version | 57 |

Appendix 1: International Master's Programme at the University of Turku

Appendix 2: Instructions for Providing Information on Course Units by the Faculty of Law of the University of Turku

Appendix 3: Degree Programme in Industrial Engineering and Management for the Degree of Bachelor of Science in Technology at Tampere University of Technology

Appendix 4: Degree Programme in Industrial Engineering and Management for the degree of Master of Science in Technology at Tampere University of Technology

Introduction

Purpose of the Document

This document will specify the general vocabulary and data structure to be used as the basis for the further development of data systems in Finnish universities in order to better accommodate the needs occasioned by the Bologna process and flexible student mobility.

This specification has been conducted in cooperation with the Curriculum Development Working Groups in various disciplines, the Heads of Academic and Student Affairs and the developers of university data systems. In addition, all interested parties have been able to participate in the national specification workshops.

The present specification is confined to a description of degree structure. This narrow approach is applied to prevent the need for any large scale changes in the practices and procedures of participant universities during the implementation process. The technical solutions involved are not discussed in the present document. The main purpose of the specification is to enable inter-university information exchange of the degree studies implemented through the university data system interfaces.

Degree, Study Module and Course Data Specification has been commissioned and financed by the Ministry of Education. It has been produced with close reference to international standardization work and therefore, can be harmonized with wider solutions used in the domain of European higher education without further complications. The additional development of the present specification will be conducted as projects organised by the Finnish Virtual University and supervised by the academic and student affairs administration of the universities. Regular evaluations will be carried out to determine the need for further revisions.

Document Contents

The present document will specify the fields required for the description of degrees, study modules and course units in Finnish universities. All field contents are described in detail and, bearing in mind the needs of users, the vocabulary used has been specified in some of the fields. The purpose of the specification is to harmonize the description of degrees, study modules and course units in different universities, thereby enhancing interoperability and data transfer between information services such as digital OPSU tools, study guides and individual study plans (HOPS). The proposal for the specification is produced in Finnish. The finished and ratified version will be published in Finnish, Swedish and English.

About Using the Specification

Good practice and instructions for using the present specification.

1. All course units must be described and attached to a study module which may also be a free study module.
2. Study modules are primarily attached to a degree programme.
3. Separate studies can be described without attaching them to a degree.
4. All information concerning optionality (obligatory, optional, alternative) should be described within the study module.
5. Degree programmes may not include individual course units. A separate place element can be made within a free study module for those (see e.g. Appendix 1).
6. If the free study module includes assessment, the student should be given a grade. In other words, a free study module is not just a place element (e.g. a heading)
7. As students can often choose their minor subject freely, a free study module is a suitable term for describing them. If one wants to distinguish minor subject modules from other modules, minor subjects can be described using subject terminology (see e.g. Figure 7 and 2.10 'Free study modules').

The website supporting this specification is maintained in the FVU portal at the address: http://www.vy.fi/index.php?node=vp_svy-studydata_fin. The portal contains information (in Finnish) about the university-specific instructions for implementation, FAQ and also procedures concerning the maintenance and updates of the present specification.

The specification is also available for users outside universities under the terms of the Creative Commons Licence: <http://creativecommons.org/licenses/by-sa/2.0/deed.en>.

Revisions to the specification

Version 1.22 (25.9.2006)

Key word field was added to degree, degree programme, specialisation option, study module, free study module and course unit data to manage different case-specific vocabularies.

Specification of the Data Structure Terminology

This section presents the terminology used in the data structure of the present specification document. The same terminology may be employed in curricula or study guides in a different meaning or other terms may be used instead of those used here. The chosen terminology enables a detailed presentation of the data structure yet the definitions provided here should not be understood as general definitions of the terms in question.

| Degree |

A *degree* consists of a degree programme and a degree certificate will be issued as proof of graduating.

The structure and the requirements of the degree may be determined using the data structure in the present specification.

| Degree programme |

The structure and the completion of a degree are described in the Government Decree on University Degrees (19.8.2004) §§ 9-10, 15-16 and 22-23. These structures are described in the present data structure with the term *degree programme*. Degree programmes specify the different ways in which a degree can be completed.

A degree programme consists of study modules and/or free study modules as well as possible specialisation options.

| Specialisation option |

A set of study modules included in the degree programme that concentrate on a certain subject matter or a field/discipline.

Some curricula or study guides may use the term *study programme* or a *line of study* in a similar meaning.

| Study module |

A concept grouping study modules and courses.

Within the present data structure, study modules consist of other study modules or course units. Some curricula or study guides may use the term *study module* in a more restricted sense than the present specification.

If detailed information cannot be provided about all the study modules or course units included in the study module, the free study module field should be used instead.

| Free study module |

A concept grouping study modules and course units.

Study modules that can be chosen freely by students are described with the term *free study module*. For example, optional minor subject modules are free study modules. The characteristics of free study modules (e.g. number and type of credits) can be used to determine what kinds of study modules a degree may include.

Free study modules can also be used to describe other modules that are difficult to describe using the term *study module*. These include multi-disciplinary modules and core modules consisting of several subject fields used in Competence-based Curricula. In addition, free study modules can be used as place elements grouping course units and study modules (see Appendix 3).

Free study modules may contain other free study modules, study modules or course units but they are optional, unlike with 'regular' study modules.

| Course unit |

The smallest study unit. Course units cannot be divided into smaller units i.e. they are atomic.

Some curricula or study guides use the term *course* in a similar meaning as the term *course unit* in the present data structure.

In practice, course units (courses) often include elements (e.g. exam, exercises) that are evaluated separately. In the present specification, course unit is taken to be one entity and its possible sub elements are not included in the description levels of the data structure. The present structure allows the listing of all modes of study: possible further information can be provided using free text. To summarize, a course unit assembles partial studies completed with several modes of study. The administration of different elements belongs to the instance level (the *realisation* of courses) that will be specified in a separate document.

Structure Figures 1

The following figures can be used to illustrate the relationship between the terms used in the data structure.

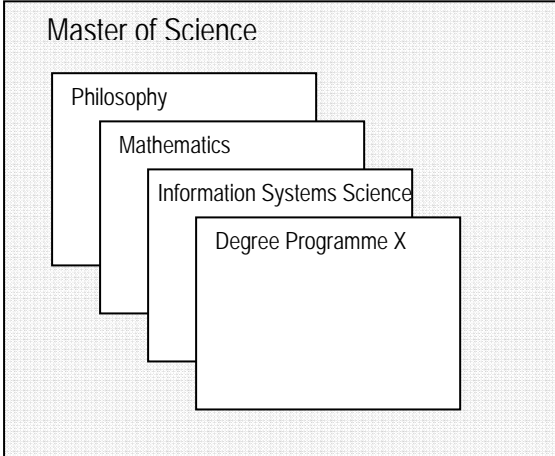


Figure 1. A degree may contain several degree programmes.

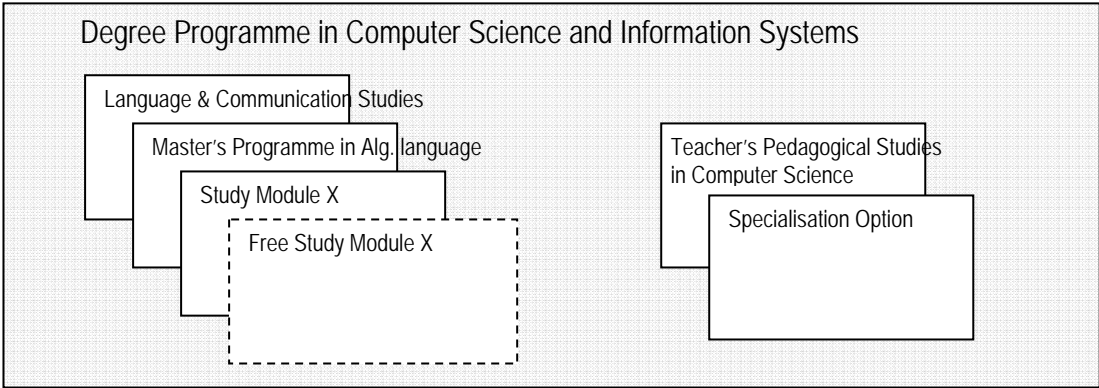


Figure 2. A degree programme may contain both specialisation options and study modules.

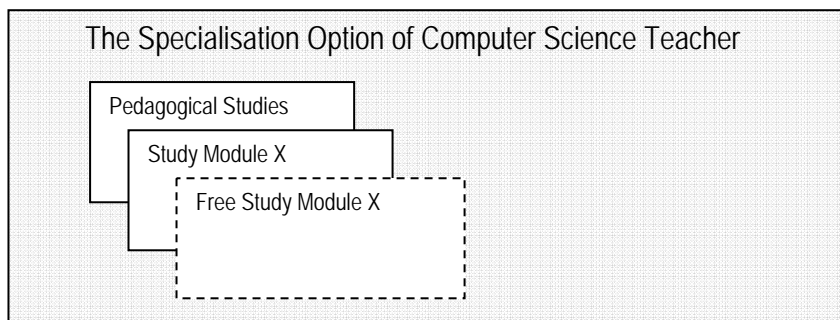


Figure 3. A specialisation option can contain only study modules.

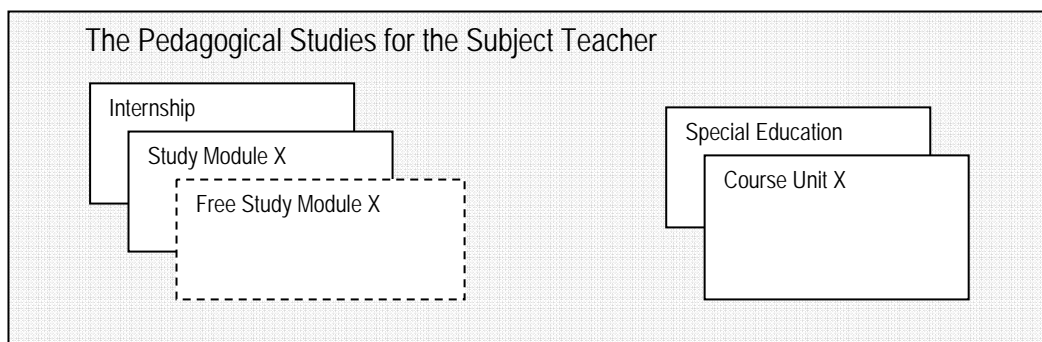
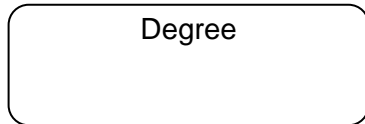


Figure 4. A study module can contain other study modules and course units.

Structure Figures 2

The following figures clarify the use of data structure in describing degrees.

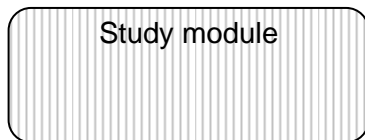
Explanations for the figure elements:



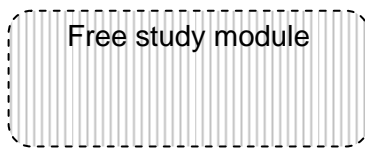
Degrees are described using a white background.



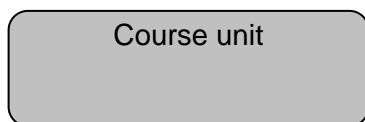
Degree programmes are described using a dotted background



Study modules are described using a striped background.



Free study modules are described using a striped background and broken line.



Course units are described using a grey background.

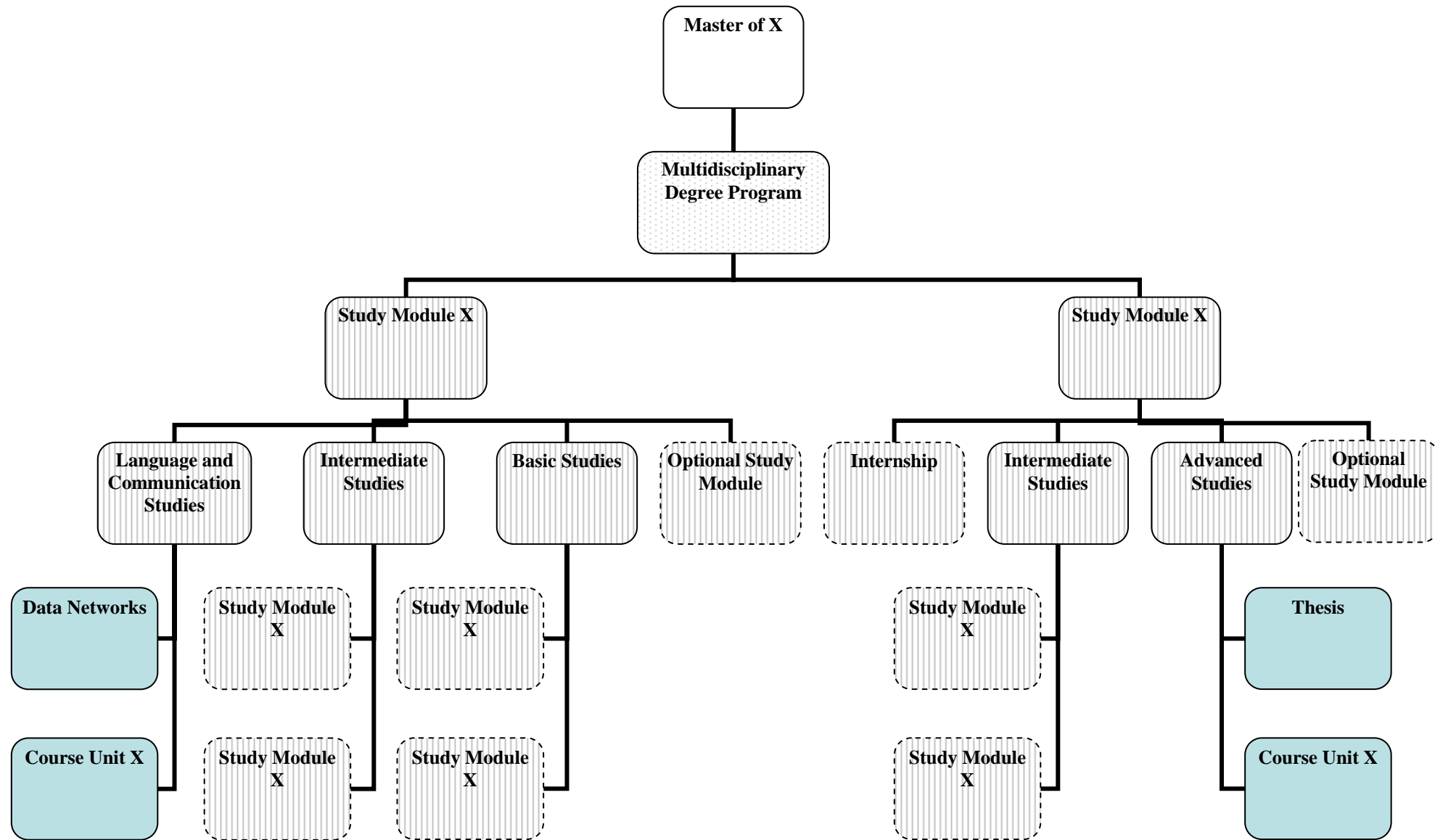


Figure 5. Example of a hypothetical Master's Degree in X.

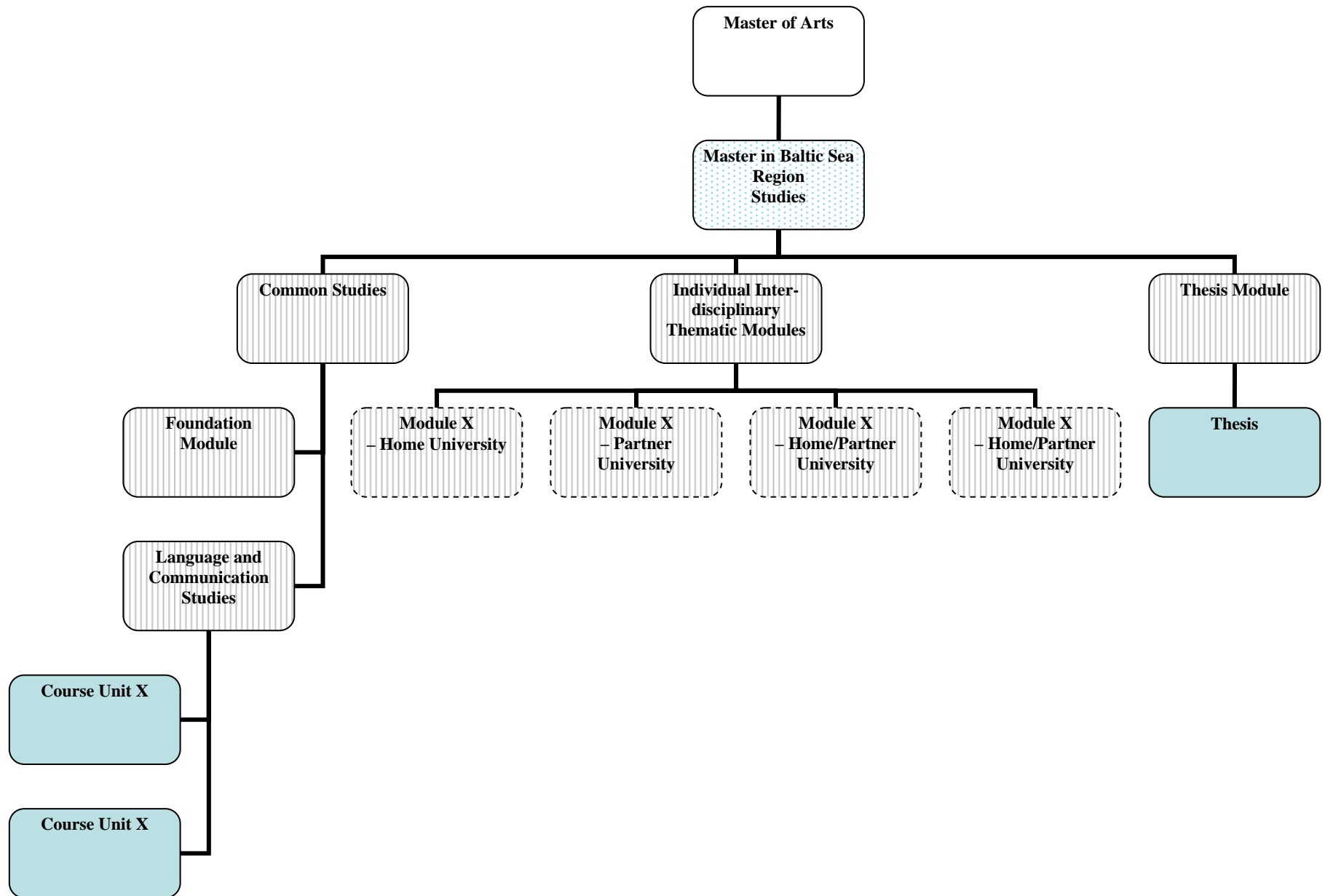


Figure 6. Example of a Master's programme at the University of Turku.

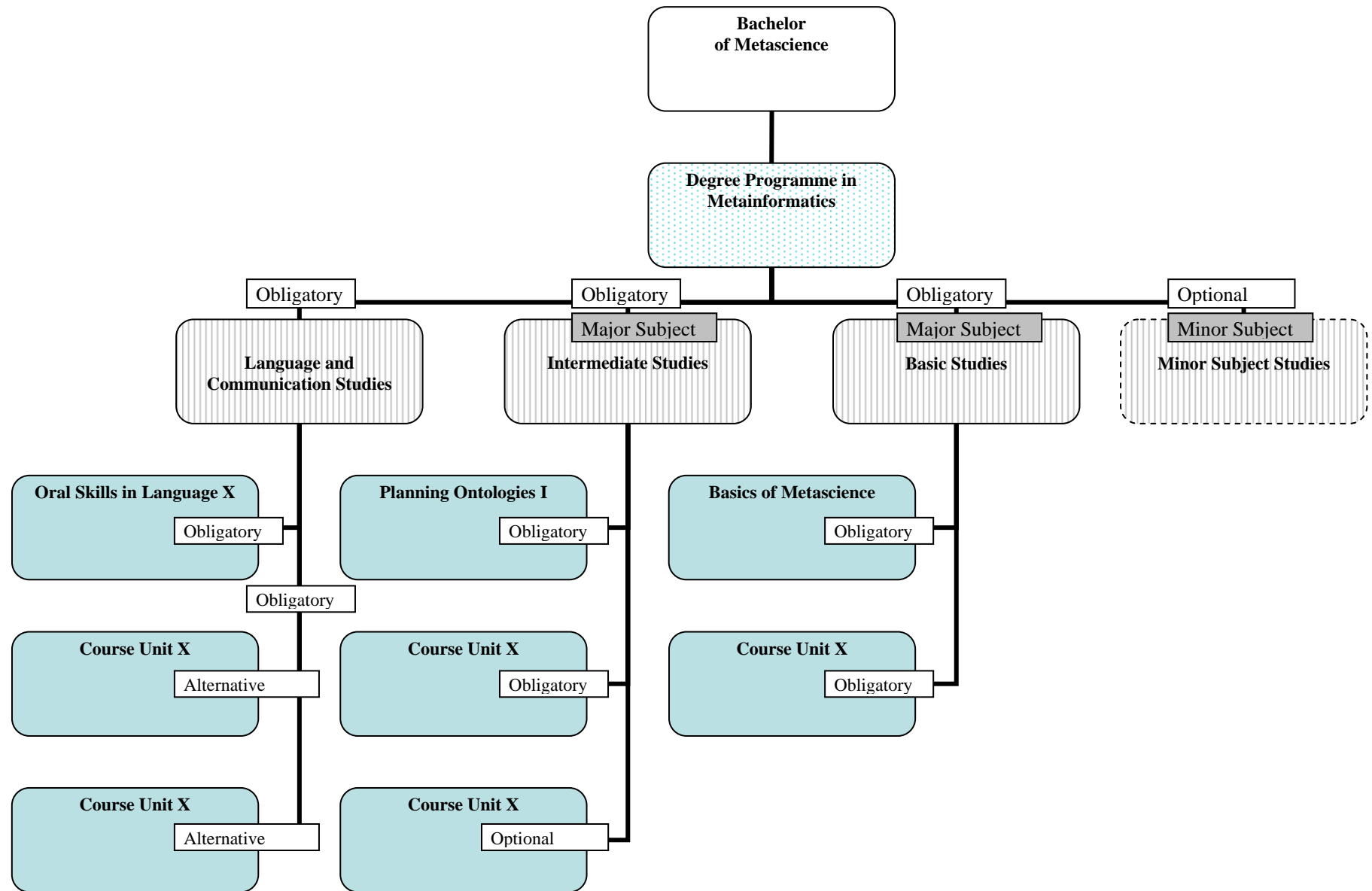


Figure 7. Example of the hypothetical Bachelor's degree in Metascience also describing the obligatory nature of studies and the distinction between major and minor subjects.

Application Notes

Coding of Information

The present document will not specify the way the data is coded (e.g. vocabularies or references to study modules or organisations) when they are being transferred from one system to another or comment on the maximum lengths of e.g. text fields. The bindings (e.g. xml-bindings) made in the present specification do not structurally have to follow the structure (e.g. field = element) performed by numerical figures but attributes may also contain the field data if that seems functional. It seems probable that bindings will use references e.g. in 'organisation responsible' field to avoid unnecessary repetition.

Language Versions

Data systems that use the present specification for describing or transferring degree, study module and course unit data must contain information about the language or languages used to complete text fields according to the following rule: if the field contents are available in one language, they must be available in other languages listed as well. In addition, the structure may include text fields in other languages where necessary. (For example, all text fields of the structure are in Finnish and, in addition, the course name is available in English).

Extensions

All special characteristics of the university data systems, such as special vocabularies, have not been included in the present specification. When transferring data, the fields and vocabularies used in the present specification CANNOT be extended. If, however, the data are to be transferred, they must be expressed using the fields in the data model and modified (mapping) from the university's own vocabularies into a vocabulary used in the present model.

The website supporting this specification is maintained in the FVU portal at the address: www.vy.fi/standardit/M1/. The portal contains information (in Finnish) about the university-specific instructions for implementation, FAQ and also procedures concerning the maintenance and updates of the present specification.

Fields

The fields are presented in the same order as in the Finnish specification document (i.e. in Finnish alphabetical order). This specification does not comment on the order of fields e.g. in a user interface or a printed study guide.

The field names do not always provide an unambiguous description of their contents so the following paragraphs will offer more detailed definitions and instructions for their use.

The fields may be:

- Obligatory (O)
- Obligatory, depending, however on other fields (O*)
- Optional (empty)

The obligatory fields must be completed. The obligatory fields will determine the minimum level of the data.

Completing the optional fields is not obligatory.

The **degrees** will be described using the following fields:

- Key words
- Prerequisites
- Credits
- Further Information
- Name O
- Content O
- Objectives O
- Identifier O
- Degree Programmes O
- Organisation Responsible O
- Version

The **degree programmes** will be described with the following fields:

- Key words
- Prerequisites
- Credits
- Further Information
- Name O
- Study Modules O*
- Specialisation Options
- Content O
- Objectives O
- Identifier O
- Free Study Modules O*
- Organisation Responsible O
- Version

Either 'Study Modules' field or 'Free Study Modules' field must be completed.

The **specialisation options** will be described using the following fields:

- Key words
- Prerequisites
- Further Information
- Name
- Study Modules *
- Content
- Objectives
- Identifier
- Free Study Modules *
- Organisation Responsible
- Version

Either 'Study Modules' field or 'Free Study Modules' field must be completed.

Study modules will be described with the following fields:

- Evaluation
- Key words
- Prerequisites
- Credits
- Further Information
- Name
- Course Units *
- Study Modules *
- Content
- Offering Information
- Objectives
- Identifier
- Type
- Free Study Modules *
- Organisation Responsible
- Version

At least one of the following fields 'Course Units', 'Study Modules' or 'Free Study Modules' must be completed.

Free study modules will be described using the following fields:

- Evaluation
- Key words
- Prerequisites
- Credits
- Further Information *
- Name
- Course Units
- Study Modules
- Content
- Offering Information

- Objectives
- Identifier
- Type
- Free Study Modules
- Organisation Responsible
- Version

'Further Information' field is obligatory if other fields do not provide information about the free study module. Section 5 and Appendices will provide more information on using the fields.

Course units will be described using the following fields:

- Time
- Evaluation
- Key words
- Prerequisites
- Credits
- Further Information
- Name
- Teachers
- Language of Instruction
- Study Materials
- Content
- Modes of Study
- Offering Information
- Objectives
- Teaching Methods
- Identifier
- Organisation Responsible
- Version

1 Degrees

1.1 Key words

An optional field.

Key words describing the degree.

A list of words or terms grouped according to the identification scheme.

Examples:

"YSA (Finnish General Thesaurus): Philosophy, Aesthetics"

1.2 Prerequisites

An optional field.

Former studies and/or competences required for studies leading up to a degree.

Prerequisites are to be expressed with free text.

Example:

"Bachelor's Degree in Metascience"

1.3 Credits

An optional field.

The credit requirements for the degree.

The credits awarded will be expressed in ECTS credits from the beginning of August 2005 and using the old credit system will be possible until the end of the transitional period.

The credits awarded will be expressed numerically. It is possible also to express credits alternatively and in that case the default value may also be expressed. The method used will be chosen from the vocabulary.

N.B. ECTS credits are always whole numbers.

Vocabulary (alternatives):

ECTS credit
Credit

Examples:

90 credits / 180 ECTS credits

100 – 120 ECTS credits (default value 120)

1.4 Further Information

An optional field.

Further information concerning the degree.

Further information is to be expressed with free text.

N.B. This field should not include anything that can be expressed in other fields.

1.5 Name

An obligatory field.

The name of the degree.

The name of the degree is to be chosen from the vocabulary. Only one term may be chosen from the vocabulary.

Vocabulary:

The vocabulary used will be taken from the Government Decree on University Degrees which will become effective during the year 2005.

Examples:

Bachelor's Degree in Social Sciences

Doctor's Degree in Psychology / Doctor of Psychology

1.6 Content

An obligatory field.

Description of the content of the degree.

Content is to be expressed with free text.

1.7 Objectives

An obligatory field.

Objectives of the degree.

Objectives are to be expressed with free text.

Examples:

The objective of the Bachelor's Degree in Metascience is to provide students with the capabilities and skills to work as metainformation specialists in companies and organisations and to provide sufficient knowledge for students to continue towards the Master's Degree in Metascience.

1.8 Identifier

An obligatory field.

The university-specific identifier of the degree.

When transferring information outside the university, the identifier of the university must also be included. The format of the identifier will not be discussed in the present specification.

1.9 Degree Programmes

An obligatory field.

The degree programmes included in the degree (major subjects, lines of study etc.).

This field includes the data specified in Section 2 'Degree Programmes'.

1.10 Organisation Responsible

An obligatory field.

The organisation responsible for the degree.

The institution (university) in charge should be named. The minimum contact information should include the title of the contact person or the e-mail address of the organisation responsible. The organisation may also be described using free text but it should not include information that can be expressed in other fields.

Organisation data (obligatory O, obligatory depending on other fields O*):

| | |
|--------------------------|----|
| Institution (university) | O |
| Unit | |
| Explanation 1 | |
| Explanation 2 | |
| Phone number | |
| Fax number | |
| E-mail | O* |
| Url | |
| Postal address | |
| Street address | |
| Contact person(s) | |
| Title | O* |
| First name | |
| Last name | |
| E-mail | |
| Phone | |

The e-mail address of the organisation or the title of the contact person must be included.

1.11 Version

An optional field.

Validity period of the degree data or other data concerning versions.

The format or the coding of the version is not included in the present specification data.

2 Degree Programmes

2.1 Key words

An optional field.

Key words describing the degree programme.

A list of words or terms grouped according to the identification scheme.

Examples:

"YSA (Finnish General Thesaurus): Philosophy, Aesthetics"

"Subject at the University of Tampere: Mathematics"

2.2 Prerequisites

An optional field.

Former studies or competences preceding degree programme studies.

Prerequisites are to be expressed with free text.

Example:

General studies for the Bachelor's Degree in Metascience.

2.3 Credits

An optional field.

The credit requirement of the degree programme.

The credits awarded will be expressed in ECTS credits from the beginning of August 2005 and using the old credit system will be possible until the end of the transitional period.

The credits awarded will be expressed numerically. It is possible also to express credits alternatively and in that case the default value may also be expressed. The method used will be chosen from the vocabulary.

N.B. ECTS credits are always whole numbers.

Vocabulary (alternatives):

ECTS credit
Credit

Examples:

50 credits / 100 ECTS credits
35 – 45 ECTS credits (default value 45)

2.4 Further Information

An optional field.

Further information concerning the degree programme.

Further information is to be expressed with free text.

N.B. This field should not include anything that can be expressed in other fields.

2.5 Name

An obligatory field.

The name of the degree programme.

The name of the degree programme is to be expressed with free text.

Example:

Degree Programme in Metascience

2.6 Study Modules

Obligatory, if the field 2.10 'Free Study Modules' is not completed.

Study modules belonging to the degree programme.

Each study module in this field includes the data specified in Section 4 'Study Modules'. The optionality of each study module is expressed and if desired, the relationship between major and minor subjects may also be expressed with the help of subject terminology. Free text may be used for further explanations if needed.

The major and minor subjects of the subject terminology are not types of study module; study modules have these characteristics only in relation to the degree programme in question. See also Figure 7.

A free study module differs from a study module in that only its name, explanation (further information) and the identifier are obligatory. Free study module is to be used only if all obligatory fields of the study module cannot be completed.

Optionality:

Obligatory
Optional
Alternative

Subject terminology:

Major subject
Minor subject

Examples:

[Study module data] / Optional
[Study module data] / Obligatory / Major subject

[Study module data] / Obligatory / Alternative / "Obligatory for students specializing in metainformation, optional for others."

2.7 Specialisation Options

An optional field.

The specialisation options (study programmes or lines of study) belonging to the degree programme.

This field includes the data specified in Section 3 'Specialisation Options'.

2.8 Content

An obligatory field.

Description of the content of the degree programme.

Content is to be described with free text.

2.9 Objectives

An obligatory field.

The objectives of the degree programme.

Objectives are to be described with free text.

2.10 Identifier

An obligatory field.

The university-specific identifier of the degree programme.

When transferring information outside the university, the identifier of the university must also be included. The format of the identifier will not be discussed in the present specification.

2.11 Free Study Modules

An obligatory field if the field 2.5 'Study Modules' is not completed.

Free study modules belonging to the degree programme.

Each free study module in this field includes the data specified in Section 5 'Free Study Modules'. The optionality of each study module is expressed and if desired, the relationship between major and minor subjects may also be expressed with the help of subject terminology. Free text may be used for further explanations if needed.

The major and minor subjects of the subject terminology are not types of study module; study modules have these characteristics only in relation to the degree programme in question. See also Figure 7.

A free study module differs from a study module in that only its name, explanation (further information) and the identifier are obligatory. Free study module is to be used only if all obligatory fields of the study module cannot be completed.

Optionality:

Obligatory
Optional
Alternative

Subject terminology:

Major subject
Minor subject

Examples:

[Free study module data] / Obligatory / Minor subject

[Free study module data] / Alternative / "Alternative to free study module 2."

[Free study module data] / Alternative / "Alternative to free study module 1."

2.12 Organisation Responsible

An obligatory field.

The organisation(s) responsible for the degree programme.

The institution and the unit should be named. Explanations may be used to provide further information (e.g. department or division name or discipline). The minimum contact information should include the title of the contact person or the e-mail address of the organisation responsible. The organisation may also be described using free text but it should not include data that can be expressed in other fields.

Explanations may be used, for example, to describe the discipline or a machine readable code for the discipline. However, their format and coding are not part of the present specification data.

Organisation data (obligatory O, obligatory depending on other fields O*):

| | |
|--------------------------|----|
| Institution (university) | O |
| Unit | O |
| Explanation 1 | |
| Explanation 2 | |
| Phone number | |
| Fax number | |
| E-mail | O* |
| Url | |
| Postal address | |
| Street address | |
| Contact person(s) | |
| Title | O* |
| First name | |
| Last name | |
| E-mail | |
| Phone | |

The e-mail address of the organisation or the title of the contact person must be included.

2.13 Version

An optional field.

The period during which the degree programme data or other data concerning versions are valid.

N.B. Although optional, the use of this field is strongly recommended.

This field will typically include data on the year for which the degree programme requirements were set.

The format or the coding of the version is not to be included in the present specification data.

3 Specialisation Options

3.1 Key words

An optional field.

Key words describing the specialisation option.

A list of words or terms grouped according to the identification scheme.

Examples:

"YSA (Finnish General Thesaurus): Philosophy, Aesthetics"

"Subject at the University of Tampere: Mathematics"

3.2 Prerequisites

An optional field.

Earlier studies or competences preceding specialisation option studies.

Prerequisites are to be expressed with free text.

Example:

General studies for the Bachelor's Degree in Metascience.

3.3 Further Information

An optional field.

Further information concerning the specialisation option.

Further information is to be expressed with free text.

N.B. This field should not include anything that can be expressed in other fields.

3.4 Name

An obligatory field.

The name of the specialisation option.

The name of the specialisation option is to be expressed with free text.

Example:

“Specialisation option in Metainformatics”

3.5 Study Modules

Obligatory, if the field 3.8 ‘Free Study Modules’ is not completed.

Study modules belonging to the specialisation option.

Each study module in this field includes the data specified in Section 4 ‘Study Modules’. The optionality of each study module is expressed and if desired, the relationship between major and minor subjects may also be expressed with the help of subject terminology. Free text may be used for further explanations if needed.

The major and minor subjects of the subject terminology are not types of study module; study modules have these characteristics only in relation to the specialisation option in question. See also Figure 7.

A free study module differs from a study module in that only its name, explanation (further information) and the identifier are obligatory. Free study module is to be used only if all obligatory fields of the study module cannot be completed.

Optionality:

Obligatory
Optional
Alternative

Subject terminology:

Major subject
Minor subject

Examples:

[Study module data] / Optional
[Study module data] / Obligatory / Major subject

[Study module data] / Obligatory / Alternative / “Obligatory for students specializing in metainformation, optional for others.”

3.6 Content

An obligatory field.

Description of the content of the specialisation option.

Content is to be expressed with free text.

3.7 Objectives

An obligatory field.

The objectives of the specialisation option.

Objectives are to be expressed with free text.

3.8 Identifier

An obligatory field.

The university-specific identifier of the specialisation option.

When transferring information outside the university, the identifier of the university must also be included. The format of the identifier will not be discussed in the present specification.

3.9 Free Study Modules

An obligatory field if the field 3.4 'Study modules' is not completed.

Free study modules belonging to the specialisation option.

Each free study module in this field includes the data specified in Section 5 'Free Study Modules'. The optionality of each study module is expressed and if desired, the relationship between major and minor subjects may also be expressed with the help of subject terminology. Free text may be used for further explanations if needed.

The major and minor subjects of the subject terminology are not types of study module; study modules have these characteristics only in relation to the specialisation option in question. See also Figure 7.

A free study module differs from a study module in that only its name, explanation (further information) and the identifier are obligatory. Free study module is to be used only if all obligatory fields of the study module cannot be completed.

Optionality:

- Obligatory
- Optional
- Alternative

Subject terminology:

- Major subject
- Minor subject

Examples:

[Free study module data] / Obligatory

[Free study module data] / Alternative / "Alternative to free study module 2."

[Free study module data] / Alternative / "Alternative to free study module 1."

3.10 Organisation Responsible

An obligatory field.

The organisation(s) responsible for the specialisation option.

The institution and the unit should be named. Explanations may be used to provide further information (e.g. department or division name). The minimum contact information should include the title of the contact person or the e-mail address of the organisation responsible. The organisation may also be described using free text but it should not include information that can be expressed in other fields.

Explanations may be used, for example, to describe the discipline or a machine readable code for the discipline. However, their format and coding are not part of the present specification data.

Organisation data (obligatory O, obligatory depending on other fields O*):

| | |
|--------------------------|----|
| Institution (university) | O |
| Unit | O |
| Explanation 1 | |
| Explanation 2 | |
| Phone number | |
| Fax number | |
| E-mail | O* |
| Url | |
| Postal address | |
| Street address | |
| Contact person(s) | |
| Title | O* |
| First name | |
| Last name | |
| E-mail | |
| Phone | |

The e-mail address of the organisation or the title of the contact person must be included.

3.11 Version

An optional field.

The period during which the data on the specialisation option or other data concerning versions are valid.

N.B. Although optional, the use of this field is strongly recommended.

This field will typically include information on the year for which the specialisation option requirements were set.

The format or the coding of the version is not to be included in the present specification data.

4 Study Modules

4.1 Evaluation

An optional field.

The evaluation criteria and the grading scale used for the study module.

The assessment mode may be chosen from the predetermined options and/or be expressed with free text. Only the final grading scale of the study module is to be chosen from the alternatives.

Examples of the grading scales available:

Pass/fail
Numerical scale (0 – 5)
Scale approbatur – laudatur
Good - satisfactory
Scale TT (satisfactory), HT (good) and ET (excellent)

Examples:

Pass

0 – 5 / “5 = excellent, 4 = very good, 3 = good, 2 = satisfactory, 1 = sufficient and 0 = fail”

TT (satisfactory), HT (good) and ET (excellent) / “the overall average of the course units.”

4.2 Key words

An optional field.

Key words describing the study module.

A list of words or terms grouped according to the identification scheme.

Examples:

”YSA (Finnish General Thesaurus): Philosophy, Aesthetics”
”Subject at the University of Tampere: Mathematics”

4.3 Prerequisites

An optional field.

The requirements and recommendations for taking the study module.

The requirements may be expressed as credits that need to be completed, as references to prior studies and/or with free text. Payment of a certain study fee may also be a requirement. In addition, belonging to a certain target group may be required. There may be several requirements.

Recommendations may be expressed as references to earlier studies and/or with free text. In addition, belonging to a certain target group may be recommended. There may be several recommendations.

Requirement vocabulary:

ECTS credit [numerical value]
Credit [numerical value]
Price/fee [numerical value]

Object vocabulary:

Open University students
Major subject students
Minor subject students
Postgraduate students

Examples of requirements:

180 ECTS credits

100 Euro

[Study module X] / "A grade of at least 3 is required to take the study module"

Examples of recommendations:

[Study modules Z, X and Y]

"Command of Latin."

4.4 Credits

An optional field.

The credits/ECTS credits to be awarded for the study module.

The credits awarded will be expressed in ECTS credits from the beginning of August 2005 and using the old credit system will be possible until the end of the transitional period.

The credits awarded will be expressed numerically. It is possible also to express credits alternatively and in that case the default value may also be expressed. The method used will be chosen from the vocabulary.

N.B. ECTS credits are always whole numbers.

Vocabulary (alternatives):

ECTS credit
Credit

Examples:

15 credits / 30 ECTS credits
20-25 ECTS credits (default value 25)

4.5 Further Information

An optional field.

Further information concerning the study module.

Further information is to be expressed with free text.

N.B. This field should not include anything that can be expressed in other fields.

4.6 Name

An obligatory field.

The full name of the study module.

This field should not include the study module or course unit identifier. Instead, the identifier should be expressed in field 'Identifier'.

Example:

"Intermediate studies in Metascience"

4.7 Course Units

An obligatory field, if the field 4.13 'Free Study Modules' or the field 4.7 'Study Modules' is not completed.

Course units belonging to the study module.

Each course unit in this field includes the data specified in Section 6 'Course Units'. The optionality of each course unit is to be expressed and free text may be used for further explanations if needed.

Optionality:

Obligatory
Optional
Alternative

Examples:

[Course unit data] / Optional
[Course unit data] / Obligatory

[Course unit data] / Obligatory / Optional / "Obligatory for the major students of Metascience, optional for others."

4.8 Study Modules

Obligatory, if the field 4.13 'Free Study Modules' or the field 4.6 'Course Units' is not completed.

Other study modules belonging to the study module.

Each study module in this field includes the data specified in Section 4 'Study Modules'. The optionality of each study module is expressed and if desired, the relationship between major and minor subjects may also be expressed with the help of subject terminology. Free text may be used for further explanations if needed.

The major and minor subjects of the subject terminology are not types of study module; study modules have these characteristics only in relation to other study modules. See also Figure 7.

A free study module differs from a study module in that only its name, explanation (further information) and the identifier are obligatory. Free study module is to be used only if all obligatory fields of the study module cannot be completed.

Optionality:

Obligatory
Optional
Alternative

Subject terminology:

Major subject
Minor subject

Examples:

[Study module data] / Optional
[Study module data] / Obligatory / Major subject

[Study module data] / Obligatory / Alternative / "Obligatory for students specializing in metainformation, optional for others."

4.9 Content

An obligatory field.

Description of the content of the study module.

Content is to be expressed with free text.

4.10 Offering Information

An optional field.

Offering information on the study module.

This field may be used to describe the inclusion of the study module in JOO ('flexible study right') studies or the study rights of exchange students.

The offering information is to be chosen from the vocabulary.

Vocabulary:

JOO ('flexible study right') students
Exchange students

4.11 Objectives

An obligatory field.

The objectives of the study module.

Objectives are to be expressed with free text.

4.12 Identifier

An obligatory field.

The university-specific identifier of the study module.

When transferring information outside the university, the identifier of the university must also be included. The format of the identifier will not be discussed in the present specification.

4.13 Type

An obligatory field.

The type of study module.

The type is to be chosen from the type vocabulary. Only one term can be chosen. Free text may be used for further explanations if needed.

Type vocabulary:

- Basic studies
- Intermediate studies
- Advanced studies
- Language and communication courses
- Internship
- Postgraduate studies
- Other study module

Examples:

Basic studies

Postgraduate studies / "Artistic further training."

Other study module / "Pedagogical studies for teachers of Metascience."

4.14 Free Study Modules

An obligatory field if the field 4.6 'Course Units' or the field 4.7 'Study Modules' is not completed.

Free study modules belonging to the study module

Each free study module in this field includes the data specified in Section 5 'Free Study Modules'. The optionality of each study module is expressed and if desired, the relationship between major and minor subjects may also be expressed with the help of subject terminology. Free text may be used for further explanations if needed.

The major and minor subjects of the subject terminology are not types of study module; study modules have these characteristics only in relation to other study modules. See also Figure 7.

A free study module differs from a study module in that only its name, explanation (further information) and the identifier are obligatory. Free study module is to be used only if all obligatory fields of the study module cannot be completed.

Optionality:

Obligatory
Optional
Alternative

Subject terminology:

Major subject
Minor subject

Examples:

[Free study module data] / Obligatory / Minor subject

*[Free study module data] / Alternative / "Alternative to free study module 2."
[Free study module data] / Alternative / "Alternative to free study module 1."*

4.15 Organisation Responsible

An obligatory field.

The organisation(s) responsible for the study module.

The institution and the unit should be named. Explanations may be used to provide further information (e.g. department or division name). The minimum contact information should include the title of the contact person or the e-mail address of the organisation responsible. The organisation may also be described using free text but it should not include data that can be expressed in other fields.

Explanations may be used, for example, to describe the discipline or a machine readable code for the discipline. However, their format and coding are not part of the present specification data.

Organisation data (obligatory O, obligatory depending on other fields O*):

| | |
|--------------------------|----|
| Institution (university) | O |
| Unit | O |
| Explanation 1 | |
| Explanation 2 | |
| Phone number | |
| Fax number | |
| E-mail | O* |
| Url | |
| Postal address | |
| Street address | |
| Contact person(s) | |
| Title | O* |
| First name | |
| Last name | |
| E-mail | |
| Phone | |

The e-mail address of the organisation or the title of the contact person must be included.

4.16 Version

An optional field.

The period during which the study module data or other data concerning versions are valid.

N.B. Although optional, the use of this field is strongly recommended.

This field will typically include information on the year for which the study module requirements were set.

The format or the coding of the version is not to be included in the present specification data.

5 Free Study Modules

5.1 Evaluation

An optional field.

The evaluation criteria and the grading scale used for the free study module.

The assessment mode may be chosen from the predetermined options and/or be expressed with free text. Only the final grading scale of the study module is to be chosen from the alternatives.

Examples of the grading scales available:

Pass/fail
Numerical scale (0 – 5)
Scale approbatur – laudatur
Good - satisfactory
Scale TT (satisfactory), HT (good) and ET (excellent)

Examples:

Pass

0 – 5 / “5 = excellent, 4 = very good, 3 = good, 2 = satisfactory, 1 = sufficient and 0 = fail”

TT (satisfactory), HT (good) and ET (excellent) / “the overall average of the course units.”

5.2 Key words

An optional field.

Key words describing the free study module.

A list of words or terms grouped according to the identification scheme.

Examples:

”YSA (Finnish General Thesaurus): Philosophy, Aesthetics”
”Subject at the University of Tampere: Mathematics”

5.3 Prerequisites

An optional field.

The requirements and recommendations for taking the free study module.

The requirements may be expressed as credits that need to be completed, as references to prior studies and/or with free text. Payment of a certain study fee may also be a requirement. In addition, belonging to a certain target group may be required. There may be several requirements.

Recommendations may be expressed as references to earlier studies and/or with free text. In addition, belonging to a certain target group may be recommended. There may be several recommendations.

Requirement vocabulary:

ECTS credit [numerical value]
Credit [numerical value]
Price/fee [numerical value]

Object vocabulary:

Open University students
Major subject students
Minor subject students
Postgraduate students

Examples of requirements:

180 ECTS credits

100 Euro

[Study module X] / "A grade of at least 3 is required to take the study module"

Examples of recommendations:

[Study modules Z, X and Y]

"Command of Latin."

5.4 Credits

An optional field.

The credits/ECTS credits to be awarded for the free study module.

The credits awarded will be expressed in ECTS credits from the beginning of August 2005 and using the old credit system will be possible until the end of the transitional period.

The credits awarded will be expressed numerically. It is possible also to express credits alternatively and in that case the default value may also be expressed. The method used is to be chosen from the vocabulary.

N.B. ECTS credits are always whole numbers.

Vocabulary (alternatives):

ECTS credit
Credit

Examples:

15 credits / 30 ECTS credits
20-25 ECTS credits (default value 25)

5.5 Further Information

This field is obligatory if the data on the free study module are not included in other fields.

Further information on the free study module.

Further information is to be expressed with free text.

N.B. This field should not include anything that can be expressed in other fields.

5.6 Name

An obligatory field.

The full name of the free study module.

This field should not include the study module or course unit identifier. Instead, the identifier should be expressed in field 'Identifier'.

Example:

"Minor subject studies in Metascience"

5.7 Course Units

An optional field.

Course units belonging to the free study module.

Each course unit in this field includes the data specified in Section 6 'Course Units'. The optionality of each course unit is to be expressed and free text may be used for further explanations if needed.

Optionality:

Obligatory
Optional
Alternative

Examples:

[Course unit data] / Optional
[Course unit data] / Obligatory

[Course unit data] / Obligatory / Optional / "Obligatory for the major students of Metascience, optional for others."

5.8 Study Modules

An optional field.

Study modules belonging to the free study module.

Each study module in this field includes the data specified in Section 4 'Study Modules'. The optionality of each study module is expressed and if desired, the relationship between major and minor subjects may also be expressed with the help of subject terminology. Free text may be used for further explanations if needed.

The major and minor subjects of the subject terminology are not types of study module; study modules have these characteristics only in relation to other study modules. See also Figure 7.

A free study module differs from a study module in that only its name, explanation (further information) and the identifier are obligatory. Free study module is to be used only if all obligatory fields of the study module cannot be completed.

Optionality:

Obligatory
Optional
Alternative

Subject terminology:

Major subject
Minor subject

Examples:

[Study module data] / Optional
[Study module data] / Obligatory

[Study module data] / Obligatory / Alternative / "Obligatory for students specializing in metainformation, optional for others."

5.9 Content

An optional field.

Description of the content of the free study module.

Content is to be expressed with free text.

5.10 Offering Information

An optional field.

Offering information on the free study module.

This field may be used to describe the inclusion of the free study module in JOO ('flexible study right') studies or the study rights of exchange students.

The offering information is to be chosen from the vocabulary.

Vocabulary:

JOO ('flexible study right') students
Exchange students

5.11 Objectives

An optional field.

The objectives of the free study module.

Objectives are to be expressed with free text.

5.12 Identifier

An obligatory field.

The university-specific identifier of the free study module.

When transferring information outside the university, the identifier of the university must also be included. The format of the identifier will not be discussed in the present specification.

5.13 Type

An optional field.

The type of free study module.

The type is to be chosen from the type vocabulary. Only one term can be chosen. Free text may be used to provide further explanations if needed.

Type vocabulary:

- Basic studies
- Intermediate studies
- Advanced studies
- Language and communication courses
- Internship
- Postgraduate studies
- Other study module

Examples:

Basic studies

Postgraduate studies / "Artistic further training."

Other study module / "Pedagogical studies for Teachers of Metascience."

5.14 Free Study Modules

An optional field

Other free study modules belonging to the free study module.

Each study module in this field includes the data specified in Section 5 'Free Study Modules'. The optionality of each study module is expressed and if desired, the relationship between major and minor subjects may also be expressed with the help of subject terminology. Free text may be used for further explanations if needed.

The major and minor subjects of the subject terminology are not types of study module; study modules have these characteristics only in relation to other free study modules. See also Figure 7.

A free study module differs from a study module in that only its name, explanation (further information) and the identifier are obligatory. Free study module is to be used only if all obligatory fields of the study module cannot be completed.

Optionality:

- Obligatory
- Optional
- Alternative

Subject terminology:

Major subject
Minor subject

Examples:

[Free study module data] / Obligatory

*[Free study module data] / Alternative / "Alternative to free study module 2."
[Free study module data] / Alternative / "Alternative to free study module 1."*

5.15 Organisation Responsible

An optional field.

The organisation(s) responsible for the free study module.

N.B. When the free study module is used only as a place element only (see e.g. Appendix 3), the organisation cannot often be named. This is not a problem, however, as in free study modules the organisation responsible is an optional field.

The institution and the unit should be named. Explanations may be used to provide further information (e.g. department or division name). The minimum contact information should include the title of the contact person or the e-mail address of the organisation responsible. The organisation may also be described using free text but it should not include information that can be expressed in other fields.

Explanations may be used, for example, to describe the discipline or a machine readable code for the discipline. However, their format and coding are not part of the present specification data.

Organisation data (obligatory O, obligatory depending on other fields O*):

| | |
|--------------------------|----|
| Institution (university) | O |
| Unit | O |
| Explanation 1 | |
| Explanation 2 | |
| Phone number | |
| Fax number | |
| E-mail | O* |
| Url | |
| Postal address | |
| Street address | |
| Contact person(s) | |
| Title | O* |
| First name | |
| Last name | |
| E-mail | |
| Phone | |

The e-mail address of the organisation or the title of the contact person must be included.

5.16 Version

An optional field.

The period during which the free study module data or other data concerning versions are valid.

N.B. Although optional, the use of this field is strongly recommended.

This field will typically include information on the year for which the free study module requirements were set.

The format or the coding of the version is not to be included in the present specification data.

6 Course Units

N.B. Course units do not include the type field because one course unit may be of different type in different degrees. The course unit type may be seen in the degree structure i.e. to what degree structure the course unit belongs (see Appendix 1).

6.1 Time

An optional field.

The planned time for the course unit.

The time is to be expressed with free text.

Examples:

“During the second year”

“The beginning of the spring semester 2006”

6.2 Evaluation

An obligatory field.

The evaluation criteria and the grading scale used for the course unit.

The assessment mode may be chosen from the predetermined options and/or be expressed with free text. Only the final grading scale of the course unit is to be chosen from the alternatives.

Examples of the grading scales available:

Pass/fail
Numerical scale (0 – 5)
Scale approbatur – laudatur
Good - satisfactory
Scale TT (satisfactory), HT (good) and ET (excellent)

Examples:

Pass

0 – 5 / “5 = excellent, 4 = very good, 3 = good, 2 = satisfactory, 1 = sufficient and 0 = fail”

TT (satisfactory), HT (good) and ET (excellent) / “The examinations and course work will be graded using the numerical scale (1-5) and the overall average of the course unit using TT, HT and ET.”

“Continuous assessment.”

6.3 Key words

An optional field.

Key words describing the course unit.

A list of words or terms grouped according to the identification scheme.

Examples:

"YSA (Finnish General Thesaurus): Philosophy, Aesthetics"

"Subject at the University of Tampere: Mathematics"

6.4 Prerequisites

An optional field.

The requirements and recommendations for taking the course unit.

The requirements may be expressed as credits that need to be completed, as references to prior studies and/or with free text. Payment of a certain study fee may also be a requirement. In addition, belonging to a certain target group may be required. There may be several requirements.

Recommendations may be expressed as references to earlier studies and/or with free text. In addition, belonging to a certain target group may be recommended. There may be several recommendations.

Requirement vocabulary:

ECTS credit [numerical value]

Credit [numerical value]

Price/fee [numerical value]

Object vocabulary:

Open University students

Major subject students

Minor subject students

Postgraduate students

Examples of requirements:

30 ECTS credits / "Major subject studies"

50 Euro

[Study module G]

Examples of recommendations:

[Study modules A and B]

6.5 Credits

An optional field.

The credits/ECTS credits to be awarded for the course unit.

The credits awarded will be expressed in ECTS credits from the beginning of August 2005 and using the old credit system will be possible until the end of the transitional period.

The credits awarded will be expressed numerically. It is possible also to express credits alternatively and in that case the default value may also be expressed. The method used is to be chosen from the vocabulary.

N.B. ECTS credits are always whole numbers.

Vocabulary (alternatives):

ECTS credit
Credit

Examples:

3 credits / 7 ECTS credits
4-6 ECTS credits (default value4)

6.6 Further Information

An optional field.

Further information on the course unit.

Further information is to be expressed with free text.

N.B. This field should not include anything that can be expressed in other fields.

Example:

"Students must register for this course unit at the beginning of the spring semester."

6.7 Name

An obligatory field.

The full name of the course unit.

This field should not include the study module or course unit identifier. Instead, the identifier should be expressed in field 'Identifier'.

Examples:

"The Basics of Metascience"

"Ontological Planning I"

6.8 Teachers

An optional field.

Those involved in teaching the course unit.

The following information on teachers should be provided: title, name, organisation and contact information. Free text may also be used if the information needed cannot be expressed with current data fields.

Teacher data:

Title
First name
Last name
E-mail
Phone
Organisation
Explanation 1
Explanation 2

Examples:

Lecturer
Meta
Data
meta.data@foo.fi
University of Turku
The Department of Metainformatics

Expert
Meta
Data
Meta.data@foo.fi
+358 55 555 555
Metadata Corporation

6.9 Language of Instruction

An optional field.

Information on the language(s) used on the course unit.

If the language(s) of instruction are named, they should be chosen from the list and if needed, free text may be used to provide further information. Free text may also be used without choosing a language from the list.

Examples:

Finnish

Finnish / English / "The lectures will be delivered in English."

"The language of instruction will depend on the native language of the teacher."

6.10 Study Materials

An optional field.

The study materials used on the course unit.

The materials should be described with the fields used in the Dublin Core metadata format (SFS 5895): title, creator, publisher, date and identifier. Materials may also be described with free text but this should be used only for information that cannot be described in the other fields of SFS 5895. Free text corresponds to the 'Description' field of SFS 5895.

Examples:

The Finnish version of Dublin Core Metadata Format, Helsinki University Library, The National Library of Finland, 2002, URL: http://www.lib.helsinki.fi/dublin_core/dc-sfs.html

XML Topic Maps, Jack Park, Addison-Wesley, 2002, ISBN:0-201-74960-2

6.11 Content

An obligatory field.

Description of the content of the course unit.

Content is to be expressed with free text.

Example:

“The use of metadata for describing and searching materials as well as for the computerized management of materials (production, storage, transfer and interoperability). The international standards of metadata in different domains; their common features and differences.”

6.12 Modes of study

An obligatory field.

Modes of study on the course unit.

The mode of study is to be chosen from the vocabulary and free text may be used for further explanations. More than one term may be chosen from the vocabulary and different modes of study may be interchangeable.

This specification does not attempt to describe all possible combinations of modes of study in a machine-readable format but it will be possible to explain them with free text.

Vocabulary:

- Written exam
- Oral exam
- Essay
- Exercise(s)
- Thesis / dissertation
- Project / practical work
- Internship
- Portfolio
- Study journal / learning diary
- Participation in classroom work
- Seminar
- Competence-based examination

Examples:

Essay / Portfolio / “An essay will be written based on subjects discussed in lectures and the self-study materials will be collected as a portfolio.”

Written exam

Exercise(s) / “carried out as calculation exercises.”

6.13 Offering Data

An optional field.

Offering information on the course unit.

This field may be used to describe the inclusion of the course unit in JOO ('flexible study right') studies or the study rights of exchange students. The offering information is to be chosen from the vocabulary.

Vocabulary:

JOO ('flexible study right') students
Exchange students

6.14 Objectives

An obligatory field.

The objectives of the course unit.

Objectives are to be expressed with free text.

Example:

"The objective of the course unit is to familiarise students with the uses and standards of metadata."

6.15 Teaching methods

An optional field.

Teaching methods used during the course unit.

N.B. Although this field is optional, its use is strongly recommended.

The teaching methods are to be chosen from the vocabulary and free text may be used for further explanations. More than one term may be chosen from the vocabulary. The portion of different teaching methods used can be described by the estimated number of hours or percentages. In addition, an estimate of the amount Web-assisted learning can be provided. Using hours or percentages is not obligatory.

This field may be used to describe the portion of different teaching or studying methods during a course unit. The purpose of the field is to help to plan studies and to estimate the work amount required of students.

Vocabulary:

| | |
|----------------------|-------|
| Lectures | h / % |
| Tutorials | h / % |
| Personal instruction | h / % |
| Group work | h / % |
| Independent work | h / % |

| | |
|-----------------------------|-------|
| Amount of Web-assisted work | h / % |
|-----------------------------|-------|

Examples:

Lectures 20h / Group work 12h / “The exercises will be conducted as group work.”

Tutorials / The amount of Web-assisted work 90% / “The students will be divided into groups of six. Course work and materials distribution will be conducted in the WorkMates learning environment and partially by using e-mail.

6.16 Identifier

An obligatory field.

The university-specific identifier of the course unit.

When transferring information outside the university, the identifier of the university must also be included. The format of the identifier will not be discussed in the present specification.

6.17 Organisation Responsible

An obligatory field.

The organisation(s) responsible for the course unit.

The institution and the unit should be named. Explanations may be used to provide further information (e.g. department or division name). The minimum contact information should include the title of the contact person or the e-mail address of the organisation responsible. The organisation may also be described using free text but it should not include information that can be expressed in other fields.

Explanations may be used, for example, to describe the discipline or a machine readable code for the discipline. However, their format and coding are not part of the present specification data.

Organisation data (obligatory O, obligatory depending on other fields O*):

| | |
|--------------------------|----|
| Institution (university) | O |
| Unit | O |
| Explanation 1 | |
| Explanation 2 | |
| Phone number | |
| Fax number | |
| E-mail | O* |
| Url | |
| Postal address | |
| Street address | |
| Contact person(s) | |
| Title | O* |
| First name | |
| Last name | |
| E-mail | |
| Phone | |

The e-mail address of the organisation or the title of the contact person must be included.

6.18 Version

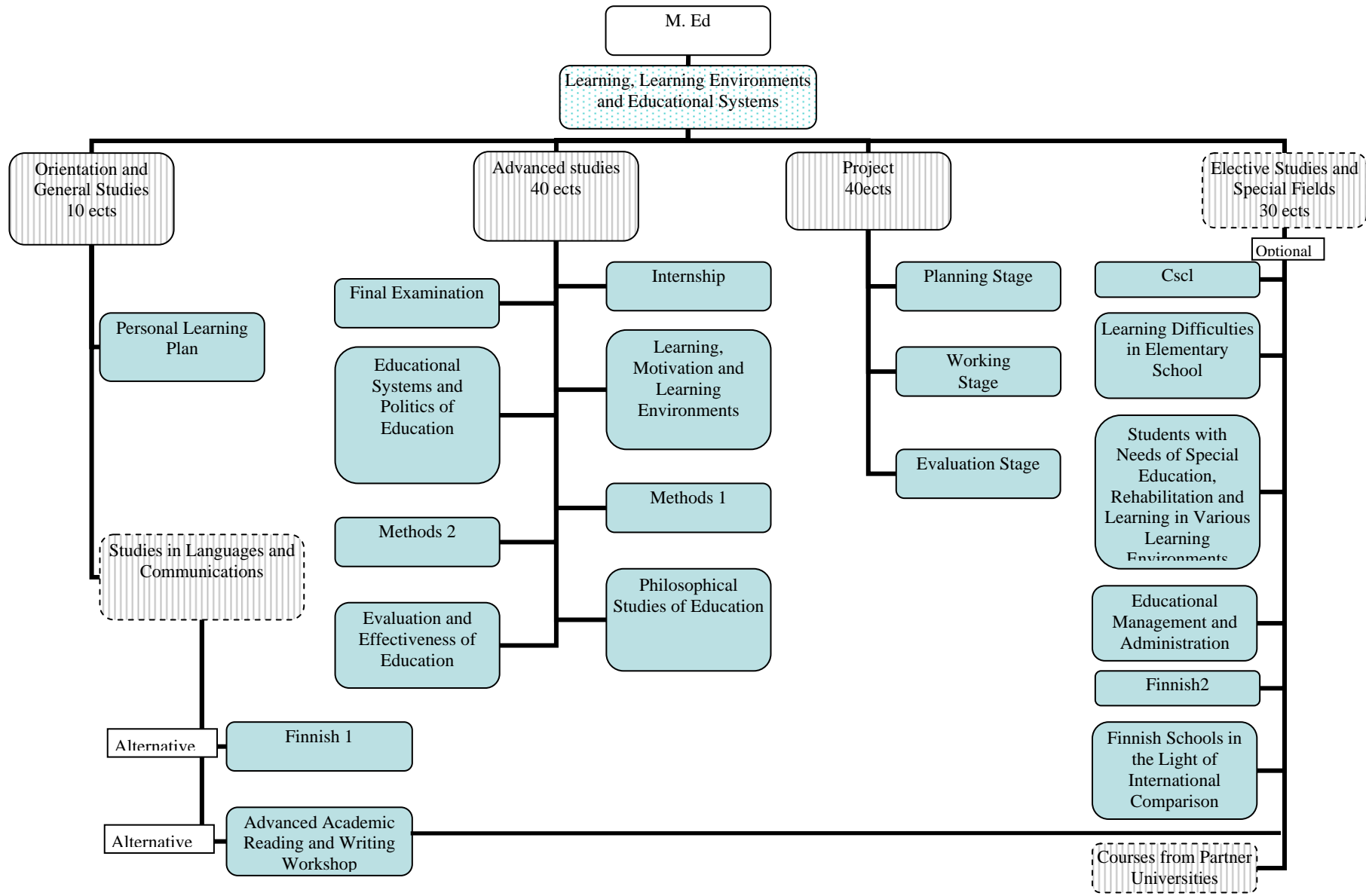
An optional field.

The period during which the course unit data or other data concerning versions are valid.

N.B. Although optional, the use of this field is strongly recommended.

This field will typically include information on the year for which the course unit requirements were set.

The format or the coding of the version is not to be included in the present specification data.



International Master's Programme at the University of Turku

The figure on the previous page shows that the degree is 'Master of Education' and the degree programme 'Learning, Learning Environments and Educational Systems'. The degree programme itself does not contain any course units; these are always part of a study module.

The study module 'Studies in Languages and Communications' is a free study module that includes two alternative course units. It is noteworthy that the course unit 'Advanced Academic Reading and Writing Workshop' can belong to two different study modules; it may be an alternative course in the study module mentioned above or an optional course unit in the study module 'Elective Studies and Special Fields'. The study module 'Elective Studies and Special Fields' is a free study module because its contents cannot be described in detail. It also contains another free study module 'Courses from Partner Universities'. All course units listed under the study module 'Elective Studies and Special Fields' are optional and students must obtain altogether 30 ECTS credits. All the other course units are obligatory.

The figure does not comment on the timing of studies and in practice, study guides, both electronic and printed, can offer several different perspectives on degree structures (e.g. traditional text listings, structures located on a time scale or on a table, graphic presentations similar to the one presented here or combinations of all of these).

Instructions for Providing Information on Course Units by the Faculty of Law of the University of Turku

The Faculty of Law has added an extra field, a list of Acts, and specified the field 'Teachers' with 'Examiner' and 'Teacher responsible' fields. Several users of this specification will probably experience the need for additional fields and creating them is possible in the universities' internal systems. For further information about the technical implementation of extensions, see section 'Extensions' (p. 15).

1. Study module (O)

An obligatory field.

Select the study module of which the course unit is a part from the drop-down menu. The menu has study modules belonging to both new and old degree structures. Extensive courses have been divided into pools (e.g. Pool of Civil Law, Pool of Public Law).

Modules within the new degree structure are Basic Studies and course units in General Studies. Alternatives in the old degree structure include Optional Studies (former 'Optional Courses'), Extensive Studies (former 'Extensive Courses'), language studies and Advanced Studies.

Business Economics, Information Science in Jurisprudence and Practical Training are currently part of the study module Other Studies even though for students beginning their studies in the fall 2005 they are Optional Studies. For students who began their studies before 1.8.2005 these course units are obligatory.

The drop-down menu does not include study modules according to the new degree structure as they are not offered during the academic year 2005-06.

The present form is not to be used to provide information on the temporary arrangement of the Bachelor of Laws degree (in Finnish ON, 'oikeusnotaari') during 2005-06.

2. Name of the course unit (O)

An obligatory field.

Short names (max. 45 characters) are recommended.

3. Objectives (O)

An obligatory field.

The objectives of the course unit as briefly as possible. No lists or numbering.

Because the title of the field is 'objectives', there is no need to start with 'The objective of the course unit is...'. Instead, the text should begin directly with e.g. "To familiarize students with this and that and, with the help of practical example cases, also to..." or "To provide an extensive view of..."

4. Content (O)

An obligatory field. (Former 'Subject matter covered')

Subject matters to be covered are to be listed here.

For example:

- *the general principles of the Law of Obligations*
- *legal procedures*
- *compensation for damage*
- *certain types of contracts*

5. Credits in ECTS credits/credits (O)

6. Credits in ECTS credits/credits (O)

One of the two fields must be completed.

The credits of studies within the new degree structure (Basic Studies, course units from General Studies) are to be announced in ECTS credits and the credits of studies according to the old degree structure according to the old credit system.

The credit requirement for Advanced Studies is to be noted as 28 credits.

7. Prior studies

(Former 'Recommended prior studies' / 'Studies required')

In General Studies, there are some recommended prior studies but no required studies as such. For other course units there may be more strict requirements. Because all different types of courses use the same form and the title of this section has changed since last year, one must pay attention to whether certain prior studies are required or merely recommended.

If there are no prior studies required/recommended, the field should be left blank.

E.g.

"Recommended course unit: Administrative Law from General Studies"

"Required course unit: Financial Law from the General Studies"

"110 study points"

8. Time

As earlier. For studies divided into periods, the time period of teaching (as belongs to one's post) is to be included. For studies without determined time periods (language studies, other studies) the beginning and ending dates of the course unit are to be disclosed. The examination dates of language studies and the time period of Optional Studies are to be included here also.

9. Teaching methods (O)

An obligatory field.

The methods of instruction and their amount are to be described in the teaching methods field.

Relevant teaching methods are to be chosen from the alternatives of the national vocabulary by entering the number of hours for the teaching method in question to blank boxes. Seminars in this context are classified as tutorials.

Only the total number of hours may be entered to the box next to the chosen teaching method. Instead of the total number of hours, other qualifiers may also be entered in the box.

E.g.

“30”

“2 h / student”

“15 h / group”

In addition, free text may be used to describe teaching methods in more detail.

E.g.

“Essays will be written as group work. Students will be divided into groups of six.”

10. Modes of study (O)

An obligatory field.

The modes of study related to the course unit are chosen from the alternatives included in the national vocabulary. More than one term may be chosen from the vocabulary and different modes of study may be alternatives.

Free text can be used to provide further explanations if needed.

E.g.

Essay: “An essay based on lecture subjects, 5-10 pages.”

Written exam: “The exam is partially a law book exam. Students may have their Finnish Law I and II books with them at the beginning of the exam and the legal case problems will be answered first with the help of law books.”

11. Evaluation (O)

An obligatory field.

Evaluation can be chosen from the alternatives on the drop-down menu:

Numerical scale 0-5

Pass/fail

Only the final grading scale is chosen from the alternatives of the drop-down menu. A free text field is also available.

E.g.

“The final grade is based on an exam (50 points) and a seminar (20 points).”

12. Study materials

Information concerning the study materials used are presented in format:
Last name, First name: Title, year of publication, ISBN, possible page number.

E.g.

Teittinen, Seppo: Kuluttajaneuvonta ja kuluttajien valitukset, 1999, ISBN 951-704-228-0.

Myrsky, Matti – Linnakangas, Esko: Verotusmenettely ja muutoksenhaku, 2004, ISBN 952-14-0807-3.

13. List of Acts

The scope of the list of Acts should still be noted, especially with the new course units on the Basics of Fields of Law.

A list of Acts is to be made based on what Acts the students are really expected to master in examinations. The list of Acts will include a more limited Act list, *essential Acts*, which students should examine carefully. In addition to *essential Acts* listing, a list of *additional Acts* can be conducted.

E.g.

The Hire-Purchase Act 18.2. 1966/91;1-12 and 18-19§. p. 512.

14. Teacher responsible

Title First name Last name, phone, e-mail, consultation hour, room

15. Other teachers

Title First name Last name

16. Examiners

Title First name Last name

17. Further information

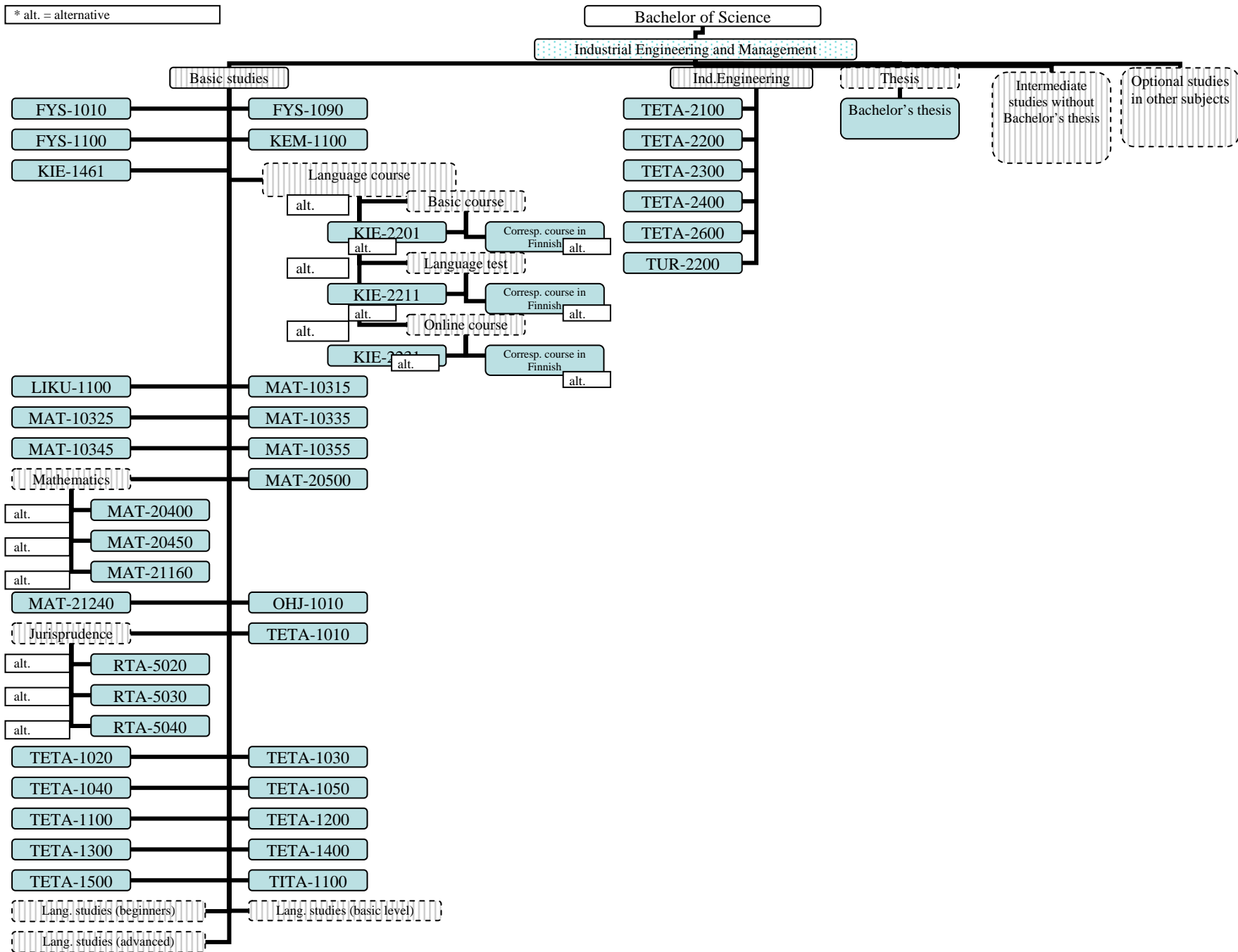
Useful additional information on the course unit not given elsewhere.

This information may concern e.g.

-registration and number of course participants

-attendance regulations

* alt. = alternative



Degree Programme in Industrial Engineering and Management for the Degree of Bachelor of Science in Technology at Tampere University of Technology

The degree in the figure on the previous page is 'Bachelor of Science in Technology' and the degree programme 'Industrial Engineering and Management'.

All study modules and course units are obligatory unless their optional status is clearly stated.

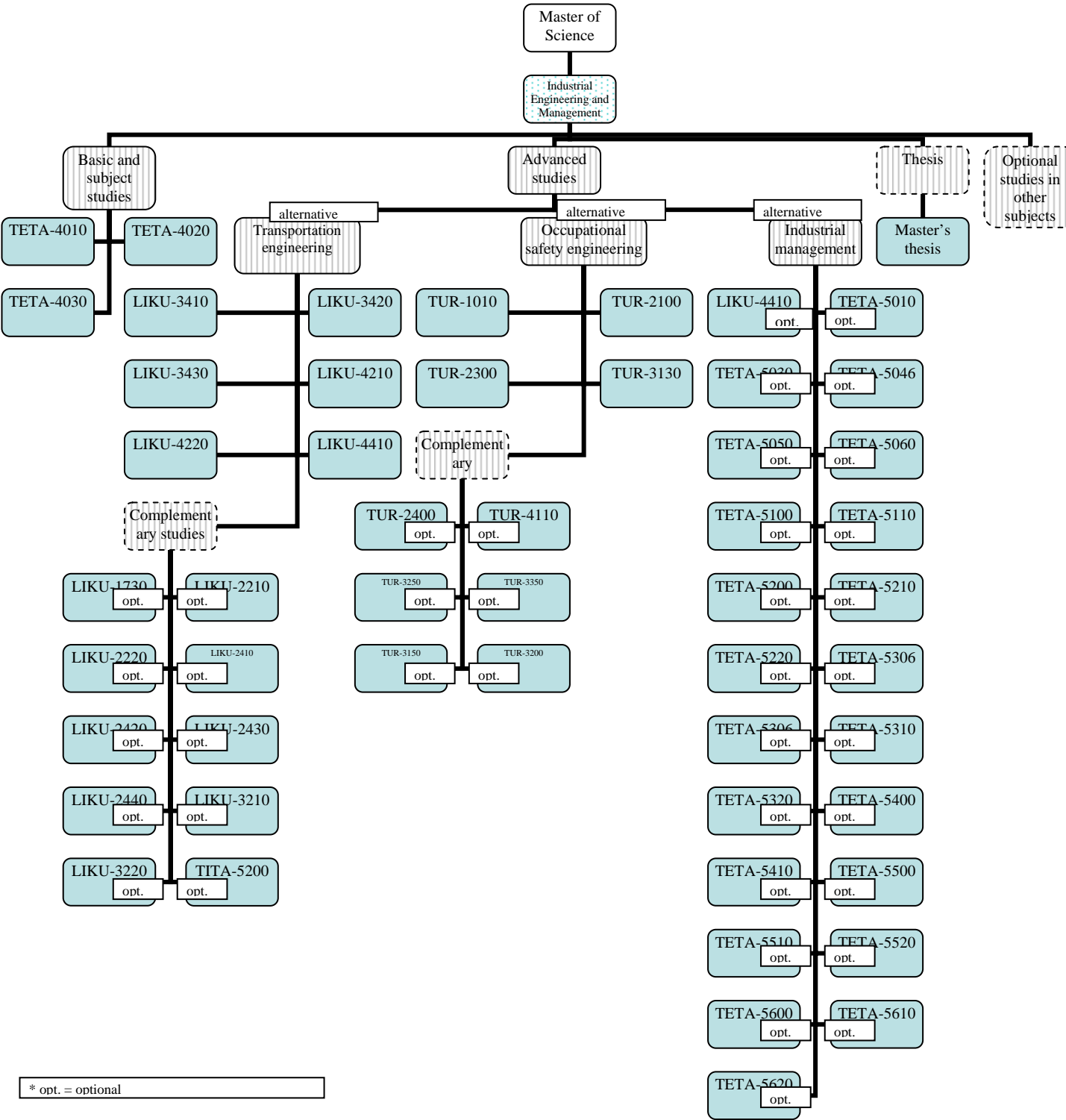
A free study module has been used to describe the degree structure in three different ways:

1. to describe study modules whose content varies
2. as a grouping element for alternative course units
3. as a place element for single course units

The first way is used because the details of the study module contents are not known. Usually, only the minimum credit requirement is announced as well as possible subjects/departments in which the course units can be taken.

The second way is used because two alternative course units are grouped together. A free study module can include still other free study modules that further group course units as is the case with 'Language course'.

The third way is used because degree programmes cannot contain individual course units.



Degree Programme in Industrial Engineering and Management for the degree of Master of Science in Technology at Tampere University of Technology

The degree in the figure on the previous page is 'Master of Science in Technology' and the degree programme is 'Industrial Engineering and Management'.

All study modules and course units are obligatory unless their optional status is clearly stated.

Advanced studies contain three alternative modules. 'Logistics and Transportation Engineering' and 'Occupational Safety Engineering' contain some obligatory course units and a number of optional course units. All course units of 'Industrial Management' are optional.