

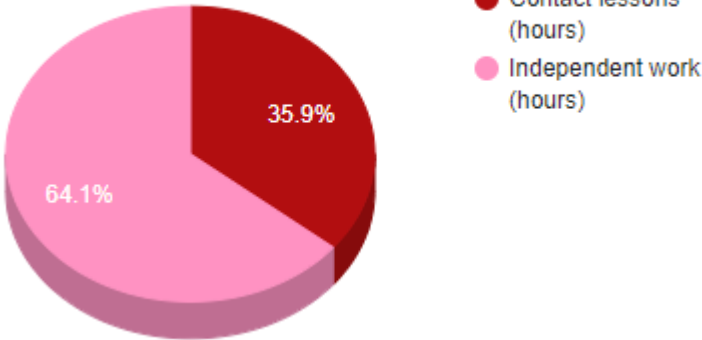


# THE GUIDE TO COURSE PROGRAMME

**The course programme** is a document, that in addition to general information about the course, introduces aims, contents, and requirements of the course, including the main topics, requirements for access to examination, conditions of grading, and dates, times and the requirements of attendance of the seminars.

Starting from the 2019/2020 Spring semester the lecturers are required to fill out the course programme forms in ÕIS-2.

The aim of instructions here is to give overview of where all the information originates from and what is expected to be written in the text fields. More technical guide is located on TU homepage ([www.tlu.ee/en/ois](http://www.tlu.ee/en/ois))

NB! If you discover mistakes on read-only rows, e.g „Aims of the couse“ text contains typos, then contact the School's office to notify about it, and they will make the changes.

Students enrolled to the courses might be divided into completely separate groups. The course programme has to be filled out for each of them separately.	<b>GROUP 1 MON:12.15-13.45 / GROUP 2 TUE:14.15-15.45</b>		
General information about the course.	OVERVIEW		
Info from course sheet (informative field)	Course code	DTI6001.DT	
Info from course sheet (informative field)	Course title	Studying at the University	
	Semester	2020/2021 Autumn	
Info from course form of the actual teaching semester (informative field)	Language of instruction / Division of registrations / Number of places	Estonian Group 2 Tue:12.15-13.45 no. of places: 111	
Info from course sheet (informative field)	Course volume (ECTS credits)	6	
Enter the number of hours of contact lessons.		Contact lessons (hours)	<input type="text" value="90"/>
The systems calculates automatically the independent working hours for student based on ECTS credits of the course and entered contact hours (1 ECTS = 26 hours of work).		Independent work (hours)	66
Graphical representation of contact and individual work hours.  The contact and independent work hours express the amount of time the students spend working face-to-face with the lecturer and on their own respectively.		<div>Distribution of hours</div> <div></div>	
Info from course sheet (informative field).  The course can have maximum 2 prerequisite courses, that are expected for the student to have passed before joining this course.	Prerequisites	IFI6001.DT Arvuti töövahendina	
Info from study programme (informative field).  Displays the list of study programmes that have this course included, and based on nominal study plan the semester when it is intended for students of that study programme to enroll to this course.	Study programmes, which include the course	IFIFB/17.DT, IFIFB/18.DT, IFIFB/19.DT, INITB/17.DT (1. semester), INITB/18.DT (1. semester), INITB/19.DT (1. semester), MLMB/17.DT (1. semester), MLMB/18.DT (1. semester), MLMB/19.DT (1. semester) <a href="#">Show more...</a>	
	Lecturer:		
Info from course form of the actual teaching semester (informative field).  Responsible lecturer is the one filling the course programme, teaching, organising exams, and grading the students.	Responsible lecturer		
Tick all pictures, that you wish to display for the students.	Display my picture in programme	<input type="checkbox"/> 	
Info from course form of the actual teaching semester (informative field).  Co-lecturer has shared teaching responsibility with responsible lecturer.	Co-lecturer	Display picture in programme	Right to manage the course
Tick the pictures of co-lecturers, that you wish to display for the students.  Tick the right to manage the course box of all co-lecturers, who you want to have the same rights as responsible lecturer (change programme, manage exams, enter grades).		<input checked="" type="checkbox"/> 	<input type="checkbox"/>
Info from course sheet (informative field).  Aims of the course give an overview, what skills, knowledge, and capabilities are attempted to teach. Written in form: To shape / To develop / To support / ... etc.	Aims of the course	Example: To shape readiness to study at the university and to create possibilities for collaboration and individual learning through shaping academic writing, information seeking and digital competencies. To support the capability to understand the role of digital technologies in modern society.	
Info from course sheet (informative field).  In accordance with the aims and learning outcomes gives a brief overview of the topics covered in this course. Defines the scope of the course.	Brief description of the course	Example: The themes covered during the course are: - Digital competencies: Overview of the learning environments and social media as a medium for supporting learning, including digital portfolio. Collaboration environments and cloud services; mobile devices for supporting learning; presentation skills; - Learning skills: Learning styles and strategies; planning of the learning process; time management, self-directness, preparing for the exams;	
Info from course sheet (informative field).  Expresses the expectations to students about their capabilities, knowledge, skills, etc after completing this course. 4-6 outcomes in average.	Learning outcomes of the course	Example: Student who has completed the course: - knows the learning environments used in learning process and is able to use technologies for supporting learning activities; - is able to create correctly formatted academic text by using suitable information resources;	

Written in form: Can / Knows / Is fluent in / ... or The student has the ability to / capabilites of / ...		- is able to use critical thinking, reading and writing techniques and strategies, analyse the arguments' content and present the position orally and written way; - is able to plan the studies, analysing self and own possibilities and based on that make choices; - knows the areas of research and development related to digital technologies and is able to discuss about the application areas of digital technologies in modern society.																		
	Form of assessment	non-distinctive (pass/fail/absent MI)																		
	SCHEDULE AND ACTIVITIES																			
Enter the topics of lectures, independent work tasks , etc to schedule.  The topics must be in accordance with the brief description of the course!	<table><thead><tr><th>Date</th><th>Week</th><th>Lecturer</th><th>Room</th><th>Topic of the lecture/seminar, deadline, etc.</th><th></th></tr></thead><tbody><tr><td>02.09.2020 12:15</td><td>36</td><td>Massimo La Torre</td><td>e-ÜLD</td><td>ZOOM</td><td></td></tr><tr><td>02.09.2020 14:15</td><td>36</td><td>Massimo La Torre</td><td>e-ÜLD</td><td>ZOOM</td><td></td></tr></tbody></table>	Date	Week	Lecturer	Room	Topic of the lecture/seminar, deadline, etc.		02.09.2020 12:15	36	Massimo La Torre	e-ÜLD	ZOOM		02.09.2020 14:15	36	Massimo La Torre	e-ÜLD	ZOOM		
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	ASSESSMENT																			
Info from course sheet (informative field).	Form of assessment	non-distinctive (pass/fail/absent MI)																		
Describe: - which tasks have to be done by the time of interim assessment, - what and how is assessed (write in detail, what is considered as passed/failed and on what conditions). - what are the options for students to make up missed deadlines or failed interim tasks.	Interim assessment (incl. requirements for accepting to grading and possibilities of substituting debts)																			
Describe: - which tasks and to what level have to be achieved in order to be allowed to take final exam in the course. - what and how are final grades given (what kind of effort results in receiving A, B, ..., etc. or pass/fail) - when and how is organised the 2nd attempt to pass the course.  NB! Study Regulations § 21 (9) Participating the lectures cannot be the prerequisite to allowing the student to take the final exam nor have an impact on the grade. The requirement to participate in seminars/practical excercises has to be described here in the course programme.	Final grading (incl. requirements for accepting to final grading and acceptable substitutions)																			
Fill, in case there are additional comments you have about the grading of the course.	Other explanations																			
	STUDY MATERIALS																			
Enter the link to the course in e-learning environment for easier access to students. Can also be a link to any destination that you are actively using with students during the course.	Link to e-learning course	Example: https://moodle.hitsa.ee/course/view.php?id=18555																		
List the study materials, that are required or recommended for students to read through, watch or listen to (e.g textbooks, links to websites, videos, blogs, podcasts, etc.).	Study materials (incl. obligatory and recommended)																			
Upload the study materials as files (max 1 MB size per file).	Upload study material files																			
Fill, if there are additional comments you would like to add about study materials.	Explanations about study materials																			