*Recommended template: “Course Description, Syllabus, Course Requirements”*

# course syllabus and course requirements academic year … semester …

|  |  |
| --- | --- |
| Course title |  |
| **Course Code** |  |
| **Hours/Week: le/pr/lab**  |  |
| **Credits** |  |
| **Degree Programme** |  |
| **Study Mode**  |  |
| **Requirements** |  |
| **Teaching Period** |  |
| **Prerequisites** |  |
| **Department(s)****Course Director** |  |
| **Teaching Staff** |  |
|  |  |

# course description

*A short description of the course (max. 10 sentences).*

*Neptun: Instruction/Subjects/Subject Details/Basic data/Subject description*

…

# syllabus

*Neptun: Instruction/Subjects/Subject Details/Syllabus*

## **goals and objectives**

*Goals, student learning outcome.*

*Neptun: Instruction/Subjects/Subject Details/Syllabus/Goal of Instruction*

…

## **course content**

*Neptun: Instruction/Subjects/Subject Details/Syllabus/Subject content*

|  |  |
| --- | --- |
|  | TOPICS |
| LECTURE | 1. *topic*
2. *topic*
3. *topic*
4. *etc.*
 |
| PRACTICE | 1. *topic*
2. *topic*
3. *topic*
4. *etc.*
 |
| laboratory practice | 1. *topic*
2. *topic*
3. *topic*
4. *etc.*
 |

### **DETAILED SYLLABUS AND COURSE SCHEDULE**

### *academic holidays included*

|  |
| --- |
| LECTURE  |
| week | **Topic** | **Compulsory reading; page number****(from … to …)** | **Required tasks (assignments, tests, etc.)** | **Completion date, due date** |
| 1. | … | … | … | … |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |
| 11. |  |  |  |  |
| 12. |  |  |  |  |
| 13. |  |  |  |  |
| 14. |  |  |  |  |
| 15. |  |  |  |  |

|  |
| --- |
| PRACTICE, LABORATORY PRACTICE |
| week | **Topic** | **Compulsory reading; page number****(from … to …)** | **Required tasks (assignments, tests, etc.)** | **Completion date, due date** |
| 1. | … |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |
| 11. |  |  |  |  |
| 12. |  |  |  |  |
| 13. |  |  |  |  |
| 14. |  |  |  |  |
| 15. |  |  |  |  |

## **assessment and evaluation**

*(Neptun: Instruction/Subjects/Subject Details/Syllabus/Examination and Evaluation System)*

##### **Attendance**

*In accordance with the Code of Studies and Examinations of the University of Pécs, Article 45 (2) and Annex 9. (Article 3) a student may be refused a grade or qualification in the given full-time course if the number of class absences exceeds 30% of the contact hours stipulated in the course description.*

***Method for monitoring attendance*** *(e.g.: attendance sheet / online test/ register, etc.)*

…

##### **assessment**

*Cells of the appropriate type of requirement is to be filled out (course-units resulting in mid-term grade or examination). Cells of the other type can be deleted.*

Course resulting in mid-term grade (PTE TVSz 40§(3))

**Mid-term assessments, performance evaluation and their ratio in the final grade** (The samples in the table to be deleted.)

|  |  |  |
| --- | --- | --- |
| **Type** | **Assessment** | **Ratio in the final grade** |
| *e.g..: Test 1* | *eg. max 20 points* | *eg. 20 %* |
| *e.g.: Test 2* | *eg. max 30 points* | *eg. 30 %* |
| *e.g.: home assignment (project documentation)* | *eg. max 30 points* | *eg. 30 %* |
| *…* | *eg. max 15 points* | *eg. 20 %* |

**Opportunity and procedure for re-takes** (PTE TVSz 47§(4))

*The specific regulations for improving grades and resitting tests must be read and applied according to the general Code of Studies and Examinations. E.g.: all tests and assessment tasks can be repeated/improved at least once every semester, and the tests and home assignments can be repeated/improved at least once in the first two weeks of the examination period.*

…

**Grade calculation as a percentage**

based on the aggregate performance according to the following table

|  |  |
| --- | --- |
| **Course grade** | **Performance in %**  |
| excellent (5) | 85 % … |
| good (4) | 70 % ... 85 % |
| satisfactory (3) | 55 % ... 70 % |
| pass (2) | 40 % ... 55 % |
| fail (1) | below 40 %  |

The lower limit given at each grade belongs to that grade.

Course-unit with final examination

**Mid-term assessments, performance evaluation and their weighting as a pre-requisite for taking the final exam**

(The samples in the table to be deleted.)

|  |  |  |
| --- | --- | --- |
| Type | Assessment | Weighting as a proportion of the pre-requisite for taking the exam |
| 1. *e.g..: Test 1*
 | *eg. max 20 points* | *eg. 20 %* |
| 1. *e.g.: Test 2*
 | *eg. max 30 points* | *eg. 30 %* |
| 1. *e.g.: home assignment (project documentation)*
 | *eg. max 30 points* | *eg. 30 %* |
| 1. *…*
 | *eg. max 15 points* | *eg. 20 %* |

**Requirements for the end-of-semester signature**

(Eg.: mid-term assessment of 40%)

…

**Re-takes for the end-of-semester signature** (PTE TVSz 50§(2))

*The specific regulations for grade betterment and re-take must be read and applied according to the general Code of Studies and Examinations. E.g.: all the tests and the records to be submitted can be repeated/improved each at least once every semester, and the tests and home assignments can be repeated/improved at least once in the first two weeks of the examination period.*

…

***Type of examination*** *(written, oral): …………………………….*

***The exam is successful if the result is minimum … %.*** *(The minimum cannot exceed 40%.)*

**Calculation of the grade** (TVSz 47§ (3))

The mid-term performance accounts for  ***…***  %, the performance at the exam accounts for  ***…***  % in the calculation of the final grade.

**Calculation of the final grade based on aggregate performance in percentage.**

|  |  |
| --- | --- |
| **Course grade** | **Performance in %** |
| excellent (5) | 85 % … |
| good (4) | 70 % ... 85 % |
| satisfactory (3) | 55 % ... 70 % |
| pass (2) | 40 % ... 55 % |
| fail (1) | below 40 %  |

The lower limit given at each grade belongs to that grade.

## **Specified literature**

*In order of relevance. (In Neptun ES: Instruction/Subject/Subject details/Syllabus/Literature)*

##### **compulsory reading and availability**

[1.] Primary compulsory reading and its availability

[2.] Compulsory literature and its availability

##### **recommended literature and availability**

[3.] ……

[4.] ……

[5.] ……