



**Swiss International
Institute Lausanne**

Guidelines for a New Course Proposal

Swiss International Institute of Lausanne - SIIL

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I COVERING PAGE INFORMATION

The covering page of the new course project is filled in by the Study Programme Director (SPD). In case the course is part of several study programmes (SP), the covering page is filled in by the responsible SPD appointed by the Dean of the responsible faculty.

1. Title of the course (discipline) in the language of instruction
2. Course (discipline) title in English
3. Name and signature of the author-developer of the course
4. Name and signature of the responsible Programme Director
5. Name and signature of the Dean of the responsible faculty
6. Number of ECTS credits (1 ECTS= 25-30 hours of work)
7. Date of approval by the Programme Board (PB)

II TABLE OF CONTENTS

Course Parameters

The main UC parameters are reflected in the **table "Course Parameters"**, which is created by the author-developer in agreement with the responsible SPD and is intended for use by those involved in the development, approval and revision of SIIL educational materials.

Table "Course Parameters"

Module Title	
Faculty	
Module Code	
Author-developer	
Level	
Credits	ECTS
Description	Purpose of the discipline: <i>Argumentation for the need to introduce the new course, its relevance, novelty, what it will bring to the SP, what problems it will solve...</i> Course objectives:

Learning Outcomes	<i>As a result of the course mastering students are to acquire the following knowledge and skills:</i> LO1 LO2 LO3 ...											
Topics												
Teaching & Learning Methods	<i>Learning activities, e.g., lectures, webinars, online learning via VLE, case studies, laboratories, practice-based exercises etc....</i>											
Assessment Details	<table border="1"> <thead> <tr> <th>Assessment Description</th> <th>LO Addressed</th> </tr> </thead> <tbody> <tr> <td>Type of assessment work (participation, coursework, exam...)</td> <td>P.ex., 1,2</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>		Assessment Description	LO Addressed	Type of assessment work (participation, coursework, exam...)	P.ex., 1,2						
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Contact Hours and Indicative Student Workload	<table border="1"> <tr> <td>Contact hours:</td> </tr> <tr> <td>Independent Study (preparation for course and review of materials):</td> </tr> <tr> <td>Independent Study (preparation for assessment and completion of assessment):</td> </tr> </table>		Contact hours:	Independent Study (preparation for course and review of materials):	Independent Study (preparation for assessment and completion of assessment):							
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Independent Study (preparation for assessment and completion of assessment):												
Reading List	Compulsory literature: Additional literature:											
Pre-requisites	<i>What subjects must be mastered beforehand</i>											
Co-requisites	<i>What subjects must be mastered after</i>											

[Instructions for the author-developer to create a new course](#)

[Requirements to the content of the course:](#)

The content of a training course is developed by one or more authors-developers and approved by the Study Programme Director (SPD) of the study programme (SP) of which the course is a part (in case the course is a part of several SPs, it is approved by the responsible Study Programme Director (SPD) appointed by the Dean of the Faculty), and then by the Dean of the relevant Faculty.

The author-developer must comply with the following requirements when developing the course:

- 1) **The competence-based approach** should be applied within the framework of the course development, which will allow to determine the learning outcomes (hereinafter referred to as LOs) at the course level: what theoretical knowledge,

practical skills and competences the student will acquire upon completion of training on a given course.

- 2) Each course should serve as an integral element of the study programme (hereinafter referred to as SP) of which it is a part. First of all, this refers to the constructive coherence of course-level and programme-level (cf. [Learning Outcomes Assessment Policy](#)). Also, each course should be designed taking into account the objectives of the SP, its content, calculation of student workload, planned assessment activities at the SP level; logically correlate with other courses of the given SP in terms of the order of mastering information, LOs and criteria for their achievement.
- 3) The content and structure of the course should be based on the content of the basic textbook on the discipline from the SIIL electronic library ([Znanium](#) for Russian-language disciplines; [Harvard Business Publishing](#) for English-language disciplines. Access to the electronic library is provided by the Dean of the relevant faculty). In case of absence of the necessary basic textbook in these libraries, the author-developer should make a **lecture** notes with reference to the sources on the subject.
- 4) The author-developer should take into account the **international context**, level of development and teaching experience of the discipline when writing the course programme, compiling the study guide, defining the objectives and LOs and developing assessment measures to check students' achievement of the LOs, as well as designing tests and practical assignments.
- 5) It is also necessary to introduce at least one block in the course programme that considers the impact of **artificial intelligence** on the development of the discipline, AI tools and its practical application within the discipline.
- 6) In addition, it is necessary to introduce at least one practical **case study** activity into the plan of lectures and assignments.
- 7) Also, assignments and activities that encourage students to develop **practical skills** in the discipline and **group work skills** should be included in the webinar plan provided by the course.
- 8) The calculation of the amount of content on the course is based on ECTS credits and is 2,5 hours of video lectures per 1 ECTS credit (the number of ECTS by discipline can be found in the relevant SP curricula, see the syllabi on the SIIL website. [Study Plans](#) on the SIIL website).

Course components requirements:

Each course includes:

- Text Materials (PDF);
- Study guide;
- Test assignments;
- Basic textbook or Lecture Notes (in the absence of a basic textbook);
- Additional sources not appearing in the SIIL library;
- Presentation on the lecture course of the discipline in SIIL's [corporate template](#)

- A course of video lectures by the author-developer, recorded in a professional video studio, on the background/overlay of the presentation on the course of lectures, compiled by the author-developer and provided with subtitles;
- Video-declaration of the public offer of the author-developer on the transfer of copyright (see section "Requirements for video recording of lectures").

Study guide requirements:

Study guide is the document that best reflects the course structure and is designed to familiarise **students** with the most important aspects of the course. Mandatory elements:

- table "Course parameters" (see above)

instructions for students on how to complete a term paper (see Appendix 1: **Instruction for the execution of term papers by students**);

- coursework outline (20 questions from the Study guide, each of which the student must answer in essay format);
- one practical task on the discipline for group and/or individual performance by the student.

Test Requirements:

The tests are developed by the author-developer in strict accordance with the topics specified in the Study guide, the basic textbook/lecture notes and on the basis of the lecture material presented in the video lectures.

Subject tests must contain 80 test questions with three choices with only ONE correct answer.

Test questions need to be tailored to the international context and in strict accordance with the core textbook and course programme.

5-10 questions from the test questions should be about AI.

Downloading or copying test tasks from open sources or third-party sites is FORBIDDEN!

Lecture Notes Requirements:

The lecture notes for a discipline are compiled by the author-developer only if the SIIL digital library does not have the main (basic) textbook on which the author-developer can compile and the teacher can conduct this course.

The volume of the lecture **notes** is **not more than 216000 characters with spaces** (approximately 120 standard A4 pages, 12 font, 1.5 spacing), the minimum volume at the discretion of the author-developer.

The lecture notes should cover all the topics covered in the course programme and contain all the necessary information for the student's subsequent performance of assignments in the discipline.

Presentation Requirements:

The presentation is created by the author-developer on the basis of the course programme. It contains an essential extract from the lecture material, voiced by him

during video recording (main theses, diagrams, illustrations, quotations, definitions, etc.).

The format of the presentation should be PDF or PPT/PPTX.

The presentation is created in [SIIL's corporate template](#), while maintaining the corporate presentation style.

The indent on the left side of the entire slide page should take up 50% of the slide volume (space for the teacher's image when taking the picture).

It is mandatory to number each slide of the presentation.

The first slide of the presentation is the name of the discipline.

The second slide is a greeting, where the teacher indicates his/her full name, academic degree (if any), field of activity (e.g. organiser of international exhibitions, business trainer, expert in the field of audit, etc.).

Practical content slides and slides on AI are a must.

It is obligatory to have a block on each slide with the name of the teacher, academic degree (if any), name of the discipline.

The topics of the presentation and lecture material should be broken down so that when recorded, one topic/subject takes up 15-20 minutes of the final video lecture time.

The last slide of the presentation should contain a declaration of public offer by the author-developer on the transfer of the rights to the course with text in the language of the course and in English: "The rights to the course entitled "XXX", I, Surname, transfer in favour of Swiss International Institute Lausanne - SIIL". See [SIIL's corporate template](#).

Requirements for video recording of lectures:

The process of recording video lectures begins after review and approval of the printed materials and presentation by the responsible SPD and the Dean of Faculty. The presentation must be printed, signed by the Dean and the SPD and stored in the printed archive.

The video recording process must be done in a professional VR recording studio recommended by SIIL where the video quality is at least **1080 pixels**.

Video lectures should include **markup** (time codes - the time from the beginning of the video when a topic or issue is covered) and **subtitles** to ensure that the information is accessible to the hearing impaired.

Filming should be done through the presentation or with the ability to overlay the presentation over the instructor's image.

When recording a video lecture of a teacher, it is obligatory to use a petticoat or a portable microphone with the function of external noise suppression.

It is obligatory for the teacher to observe the dress code: business style of clothes not white colours (exception - white shirt worn under a jacket).

Video lectures are recorded in 15-20 minute clips for each topic.

For IT specialities, part of the video lectures should contain practical video material (with a recording of the screen of a practical lesson where the teacher visually shows the performance of certain tasks).

The last video must contain a declaration of a public offer by the author-developer on the transfer of the rights to the course with text in the language of the course and in English: "The rights to the course entitled "XXX", I, Surname, transfer in favour of the Swiss International Institute Lausanne - SIIL".

Legalisation

After the author-developer has created all training materials of the course (printed materials, presentation, video lecture recordings) and approved by the Programme Board (PB), the author-developer must sign the [Agreement on transfer of copyright and exclusive rights](#). This agreement is drawn up in three copies and is an integral part of the creation of the UC. Signing of this agreement is carried out by signing the printed original copies of the agreement, as well as with the help of electronic digital signature.

Archiving and storage

Each new course is archived and stored using two types of storage:

- printed
- digital

Printed storage type includes the original printed course materials and the copyright and exclusive rights transfer agreement:

- Study guide
- test tasks
- lecture material (if available)
- presentation
- agreement on the transfer of copyright and exclusive rights

The originals of all materials in this type of storage are printed in two copies and signed by the author-developer of this course and the Dean of the Faculty responsible for the creation of the course. One copy is kept in the Rectorate of SIIL (Switzerland), the second one - in the video recording studio of SIIL.

Digital storage type includes:

- all printed course materials (study guide, lectures, test materials, presentation) in the format of a single Word-document
- scans of printed materials of the course signed by the author-developer and the Dean of the Faculty responsible for the development of the course
- scan of the signed agreement on the transfer of copyright and exclusive rights
- video sources
- files of the final material of video lectures received from the author-developer to the [official SIIL email](#), indicating the number of the copyright transfer agreement under which they are transferred.

All specified materials in this type of storage are archived and stored on SIIL-owned servers (Switzerland) and in the cloud storage created by SIIL (Switzerland).

Quality assurance

Quality Assurance Office:

- with the assistance of the Marketing Department, agree on the text(s) of the course description for external communication needs;
- with the assistance of the Student Office, collects, analyses and stores student satisfaction questionnaires from course students;
- with the assistance of the QAO, conducts mandatory annual quality assessment of the course and periodic life cycle assessment of the course.

All quality assurance related material developed in connection with the implementation of QA and relating to its lifecycle shall be made available to the Academic Board and relevant faculties and kept in the Quality Assurance Office.

External audit

The evaluation of the draft of the new course is carried out by an external auditor before its approval by the Programme Board. The auditor is selected by the Dean of the Faculty from the candidates proposed by the SPD responsible for the development of the new course at the same time as the project is submitted to the Programme Board for approval. The auditors recommendations shall be submitted to the Programme Board during the development of the course.

Appendices

Appendices shall be prepared by the Study Programme Director (SPD) with the assistance of the Dean of the responsible faculty, Student Affairs, and the Quality Assurance Office.

Appendix 1: Instruction for the execution of term papers by students

NB! Copying and downloading of materials while completing the STUDY GUIDE is prohibited! Works are checked for plagiarism in accordance with the [Plagiarism Policy](#) and [Anti-Plagiarism Guidelines and Citation Rules](#).

The Study Guide is completed according to the plan below:

1. Each of any 20 questions in the plan must be answered in a meaningful way. To do this, the learner must research the question in the various sources listed in the reading list. Then, through analysis and synthesis, form a position and reflect it in writing.
2. In the course of work, the student must supplement the theoretical material with practical elements: charts, tables, graphs, diagrams, formulas.
3. It is forbidden to copy text fragments from different sources!
4. Formalisation of the work assumes the presence of a title page and the main part. On the title page it is necessary to indicate the name of the course and the name of the student. The main part contains worked-out answers to the questions with the indication of the question itself.
5. The answer to a single question should be exhaustive, but the textual part of the answer should not exceed one page. If graphs, tables or charts are used to illustrate the answer, the full answer may take up to two pages, including text and illustrations.
6. Text answers, graphs, tables and other illustrations. All graphs, charts and tables should be embedded directly into the text of the paper.
7. Graphics should not exceed 10 pages of the total paper.
8. Each illustration should be accompanied by a brief description and reference to the data source (if applicable).
9. Text formatting: Font: Times New Roman, font size 12. Line spacing: 1.5. Margins on the edges of the page - 2 cm. Page format: A4, text is aligned to the width.
10. The originality of the text of the completed work should be higher than 80%. You must check the work for originality.
11. After writing your paper electronically in Word or Google Docs, save it in one of the international formats: DOC, DOCX, PDF, and submit it for review by clicking on the "Download" button.
12. Once your work has been checked by your instructor, you will be given a grade.

Appendix 2. Auditor's recommendation

The evaluation of the draft of the new UC is carried out by an external auditor before its approval by the Programme Board. The auditor is selected by the Dean of the Faculty from the candidates proposed by the MA responsible for the development of the new AC at the same time as the project is submitted to the Programme Board for approval. The auditor's recommendations shall be submitted to the Programme Board during the development of the AC.

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