**SYLLABUS**

1. **Information about the program**

|  |  |
| --- | --- |
| **1.1** Higher education institution |  |
| **1.2** Faculty[[1]](#footnote-1) / Department[[2]](#footnote-2) |  |
| **1.3** Field of study (name/code[[3]](#footnote-3)) |  |
| **1.4** Study cycle | Master |
| **1.5** Study program (name/code/qualification) |  |

1. **Information about discipline**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **2.1** Name of discipline/The educational classe[[4]](#footnote-4) | | |  | | | | |
| **2.2** Coordinator (holder) of course activities | | |  | | | | |
| **2.3** Coordinator (holder) of applied activities[[5]](#footnote-5) | | |  | | | | |
| **2.4** Year of study[[6]](#footnote-6) |  | **2.5** Semester |  | **2.6** Type of evaluation |  | **2.7** Regime of discipline[[7]](#footnote-7) |  |

1. **Total estimated time** (direct activities (fully assisted), partially assisted activities and unassisted activities[[8]](#footnote-8))

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **3.1** Number of hours fully assisted/week | ,of which: | course |  | seminar/laboratory/project | | |  |
| **3.1\*** Total number of hours fully assisted/sem. | ,of which: | course |  | seminar/laboratory/project | | |  |
| **3.2** Number of on-line hours fully assisted/sem | ,of which: | course |  | seminar/laboratory/project | | |  |
| **3.3** Number of hours partially assisted/week | ,of which: | project, research |  | training |  | hours designing M.A. dissertation |  |
| **3.3\*** Number of hours partially assisted/ semester | ,of which: | project of research |  | training |  | hours designing M.A. dissertation |  |
| **3.4** Number of hours of unassisted activities/ week | ,of which: | Additional documentation in the library, on specialized electronic platforms, and on the field | | | | |  |
| Study using a manual, course materials, bibliography and lecture notes | | | | |  |
| Preparation of seminars/ laboratories, homework, assignments, portfolios, and essays | | | | |  |
| **3.4\*** Total number of hours of unasssited asctivities/ semester | ,of which: | Additional documentation in the library, on specialized electronic platforms, and on the field | | | | |  |
| Study using a manual, course materials, bibliography and lecture notes | | | | |  |
| Preparation of seminars/ laboratories, homework, assignments, portfolios, and essays | | | | |  |
| **3.5 Total hrs./week**[[9]](#footnote-9) |  | | | | | | |
| **3.5\* Total hrs./semester** |  | | | | | | |
| **3.6 No. of credits** |  | | | | | | |

**4. Prerequisites** (where applicable)

|  |  |
| --- | --- |
| **4.1** Curriculum |  |
| **4.2** Competencies |  |

**5. Conditions** (where applicable)

|  |  |
| --- | --- |
| **5.1** of the course |  |
| **5.2** to conduct practical activities |  |

**6. Specific competencies** acquired through this discipline

|  |  |
| --- | --- |
| Specific competencies |  |
| Professional competencies ascribed to the specific competencies |  |
| Transversal competencies ascribed to the specific competencies |  |

**7. Objectives of the discipline** (based on the grid of specific competemcies acquired)

|  |  |
| --- | --- |
| **7.1** The general objective of the discipline |  |
| **7.2** Specific objectives |  |

**8. Content**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **8.1** Course | | Number of hours | Of which online | Teaching methods |
|  | |  |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | Bibliography[[10]](#footnote-10) | | | |
| **8.2** Applied activities[[11]](#footnote-11) | | Number of hours | Of which online | Teaching methods |
|  | |  |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | Bibliography[[12]](#footnote-12) | | | |

**9. Coroboration of the content of the discipline with the expectations of the main representatives of the epistemic community, professional associations and employers in the field afferent to the program**

|  |
| --- |
|  |

**10. Evaluation**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of activity | **10.1** Evaluation criteria[[13]](#footnote-13) | **10.2** Evaluation methods | **10.3** Share of the final grade |
| **10.4** Course |  |  |  |
| **10.5** Applied activities | **S:** |  |  |
|  | **L:** |  |  |
|  | **P:** |  |  |
|  | **Pr:** |  |  |
|  | **Tc-R[[14]](#footnote-14):** |  |  |
| **10.6** Minimum performance standard (minimum amount of knowledge necessary to pass the discipline and the way in which this knowledge is verified[[15]](#footnote-15) | | | |
|  | | | |

|  |  |  |
| --- | --- | --- |
| **Date of completion** | **Course coordinator**  **(signature)** | **Coordinator of applied activities**  **(signature)** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Head of Department**  **(signature)** | **Date of approval in the Faculty Council [[16]](#footnote-16)** | **Dean**  **(signature)** |
|  |  |  |

1. The name of the faculty which manages the educational curriculum to which the discipline belongs [↑](#footnote-ref-1)
2. The name of the department entrusted with the discipline, and to which the course coordinator/holder belongs. [↑](#footnote-ref-2)
3. The code provided in HG - on the approval of the Nomenclature of fields and specializations / study programs, annually updated. [↑](#footnote-ref-3)
4. The educational classes of disciplines are: thoroughgoing study discipline (DA), advanced knowledge discipline (DCAV), synthesis discipline (DS) or complementary discipline (DC). [↑](#footnote-ref-4)
5. The applied activities refer to: seminar (S) / laboratory (L) / project (P) / practice/training (Pr). [↑](#footnote-ref-5)
6. The year of study to which the discipline is provided in the curriculum . [↑](#footnote-ref-6)
7. Discipline may have one of the following regimes: imposed discipline (DI) or compulsory discipline (DOb)-for the other fundamental fields of studies offered by UPT or optional discipline (DO). [↑](#footnote-ref-7)
8. Within UPT, the number of hours from 3.1\*, 3.2\*,…,3.9\* are obtained by multipling by 14 (weeks) the number of hours from 3.1, 3.2,…, 3.9. [↑](#footnote-ref-8)
9. The total number of hours/week is obtained by summing up the number of hours from 3.1, 3.4 şi 3.8. [↑](#footnote-ref-9)
10. At least one title must belong to the department staff teaching the discipline, and at least one title must refer to a relevant work for the discipline, a national and international work that can be found in the UPT Library. [↑](#footnote-ref-10)
11. The types of applied activities are those mentioned in 5. If the discipline containes more types of applied activities then they are marked, consecutively, in the table below. The type of activity will be marked distinctively under the form: „Seminar:”, „Laboratory:”, „Project:” and/or „Practice/Training:”. [↑](#footnote-ref-11)
12. At least one title must belong to the staff teaching the discipline. [↑](#footnote-ref-12)
13. The Syllabus must contain the evaluation method of the discipline, specifying the criteria, the metods and the forms of evaluation, as well as mentioning the share attached to these within the final mark. The evaluation criteria must correspond to all activities stipulated in the curriculum (course, seminar, laboratory, project), as well as to the methods of continuous assessment (homework, essays etc.) [↑](#footnote-ref-13)
14. Tc-R= Homework-Reports [↑](#footnote-ref-14)
15. For this point turn to “Ghid de completare a Fișei disciplinei” found at: <http://www.upt.ro/img/files/2018-2019/calitate/Ghid_de_completare_fisa_disciplinei.pdf> [↑](#footnote-ref-15)
16. The approval is preceeded by discussing the study program’s board’s point of view with redgards to the syllabus. [↑](#footnote-ref-16)