

INFORMATION PACKAGES



This document is part of a set of guidelines that relate to accreditation. In particular it contains the *Guidelines for Information Packages* that are required as part of the public information institutions need to provide.

ECTE Review committee

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INFORMATION PACKAGE / MODULE CATALOGUE

In order to make study programmes easy to understand and compare for all students and staff – local and foreign – and provide them with essential institutional, academic and practical information an information package/module catalogue should contain the following elements.¹

Part One: Information on the Institution

- Name and address
- General description of the institution (including type and status and mission statement)
- Academic calendar
- Academic authorities
- List of degree programmes offered
- Admission/registration procedures
- Main university regulations (notably recognition/accreditation procedures)
- Doctrinal statement (this and other material can also be developed in appendices)

¹ This material has been adapted from the *European Credit Transfer and Accumulation System and the Diploma Supplement*, published by the Directorate General for Education and Culture - Brussels, 14 February 2005

Part Two: Information on degree programmes

A) General description

- Qualification awarded
- Admission requirements
- Educational and professional goals - learning outcomes
- Access to further studies
- Module structure diagram with credits (60 per year)
- Final examination, if any
- Examination and assessment regulations

B) Description of individual module units

- Module title and module code
- Type of module
- Level of module
- Year of study and semester/trimester
- Number of credits
- Name of lecturer
- Objectives of the module (preferably expressed in terms of learning outcomes and competences)
- Prerequisites / co-requisites
- Module contents
- Recommended reading
- Teaching methods
- Assessment methods
- Language of instruction

Part Three: General information for students²

- Rules and regulations and Christian code of ethics
- Non-curricular activities (inspirational, devotional, social, leisure, sports, etc)
- Cost of living
- Accommodation and meals
- Medical facilities
- Facilities for special needs students

² If the institution uses distance learning, the module Catalogue/Information package must include relevant information.

- Insurance and financial support for students
- Student affairs office
- Study facilities
- International programmes and language modules
- Practical information for mobile students
- Student associations
- Internships and ministry opportunities
- Mentorship and counselling provisions

These Guidelines have been approved by the ECTE Council, 28 November 2019 and are valid until their revision.

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