Teaching unit fact sheet - User guide

Table of contents:

- What is the "teaching unit fact sheet"?  2
- How to complete the "teaching unit fact sheet"  3
  Prerequisites  3
  Do you need help?  3
  Access to the publication of a teaching unit fact sheet (via eCursus)  4
  Access to the publication of a teaching unit fact sheet (via MonULB)  9
  Specifically, what information is required in each field in the teaching unit fact sheet?  13
  Additional information  16
- Appendix: list of faculty respondents responsible for the administrative management of the teaching unit fact sheets  17
What is the "teaching unit fact sheet"?

The "teaching unit fact sheet" is the "identity card" for a teaching unit. Its content can be accessed by any internet user browsing through our online course catalogue, via a simple "click" on the mnemonic\(^1\) of the teaching unit (e.g. PHYS-S201). This sheet is always available in 2 versions, one in French and the other in English\(^2\).

In its current version, it contains a maximum of 28 descriptive fields. These include both administrative information (e.g. the language of instruction) and educational information (e.g. the objectives of the course and the learning activities) which must be published either by decree, which is the case for 25 of them, or based on an internal decision of the ULB.

The "teaching unit fact sheet" therefore constitutes an informative tool intended to both help our future students to choose their studies, and also to inform our current students about the teaching units on their course.

Certain parts of the "teaching unit fact sheet" are automatically populated from the ULB integrated database relating to each course. The others must be populated by the lecturer.

All of these elements together constitute the basis for the "course plan" which lecturers must communicate to their students both orally (typically during the first lecture) and in writing (for example by uploading it to the site for the teaching unit for the virtual university, or by including it in an edited syllabus). The "course plan" constitutes the "contract" established between a lecturer and their students, that enables the former to better organise their teaching in order to achieve the objectives set for the course. The "course plan" generally includes a series of additional information to the online fact sheet (e.g. the instructions required to draft a piece of work to be submitted during the year, the schedule for possible guidance sessions / tutorials, etc.).

---

1 The mnemonic for a teaching unit is the code (e.g. PHYS-S201) that identifies it in the course catalogue; it starts with 4 letters that identify the "subject" in the wider sense, that the course forms part of (e.g. PHYS, DROI, STAT, HIST, etc) followed, after a hyphen, by a "course number" made up of a 5th letter that indicates the managing faculty (e.g. F for Sciences, G for medicine, S for Solvay) and finally a code with 3 or 4 numbers where the 1st generally indicates the level within the study cycle (1, 2 and 3 for a bachelor's; 4, 5 and 6 for a master's)

2 As part of its international perspective policy, the ULB requires its teachers to provide their teaching unit fact sheets to internet users in French AND in English (decision made by the Academic Council on 16 June 2014)
How to complete the "teaching unit fact sheet".

The instructions below will enable you to:

- consult the "Landscape" decree by clicking on the following link (article 77 is partly dedicated to the elements that are essential to the fact sheet),
- to receive a succinct explanation of what is expected,
- to update or complete a "fact sheet" by accessing it in "edit" mode, either via the eCursus or MonULB interface.

Prerequisites

- The compulsory fields in each sheet, as recommended by the "Landscape" decree of 7 November 2013 and the "Democratisation" decree of 31 August 2010, are indicated with an asterisk *.
- More than half of the fields are automatically populated based on information provided by the managing faculty of the teaching unit and by GeHoL and on this basis, are presented in the ULB integrated database relating to the course; in the event of inaccuracy in one of these fields, please inform the respondent for the managing faculty (see appendix at the end of the document) who will correct it.
- The "edit" mode that allows you to complete/correct the "fact sheet" for a teaching unit for which you are the lecturer or co-lecturer, is accessed via a web browser, via the eCursus interface, or via the MonULB portal.
- At this stage, the recommended browser is Internet Explorer. 😞 At this stage, Firefox is to be avoided.

Do you need help?

- For "administrative" questions:
  - Primary contact: the respondent in charge of the sheets, from the managing faculty of the teaching unit (see appendix at the end of the document)
  - Other contacts: Muriel Constan, manager of the SAGE cell within the Education Department (Muriel.Constas@ulb.ac.be)
- For "educational" questions:
  - Educational advisers within the Prac-TICE cell of the Academic Activity Support Department
  URL: http://cte.ulb.ac.be/index.php?option=com_content&view=article&id=44&Itemid=50
Access to edit a teaching unit fact sheet (via eCursus)

- The "edit" mode of the course sheet is only accessible to course lecturers, language assistants i.e. 'ATLV' staff for language classes, and faculty respondents, via a secure connection, using the "username (netID)" and "password" that grant access to the ULB intranet.

- To access the "edit" mode (via eCursus):
  - Enter the eCursus URL into your web browser: https://ecursus.ulb.ac.be
  - Complete the fields "username (netID)" and "password" to identify yourself
  - Once you have accessed the eCursus interface, open the "Inscriptions & notes" tab, to access the list of classes within the current academic year for which you are a (co)lecturer, or for the sheets you have access to
Different "filters" are available to publish a reduced (or specific) number of courses in the list:

- a filter (drop-down menu) allows you to select a specific academic year which, where applicable, will provide access to a previous version of the sheet
- a filter (drop-down menu) allows you to select a managing faculty
- a filter (drop-down menu) allows you to select a pathway
- you can also use a selection function, essentially for faculty respondents, by mnemonic (or part of a mnemonic), by lecturer, etc., in the relevant box

In the "course sheet" column, click on the icon for the teaching unit for which you want to edit the fact sheet; the desired sheet will appear in a new window at the front
In the "Language" drop-down menu located in the **top left** of the window displaying the sheet, choose "English" or "French" according to the version of the sheet to be edited; it is recommended to modify the 2 sheets for the same course within the same working session, so as to ensure optimum coherence.

- Click on "Edit" in the **top left or bottom left on the sheet** to make any amendments or to provide additional information.

- Use the text formatting tools located above each box to be completed, to format the field you are completing (e.g. bold, italics or underline, left, centre or right alignment, numbered lists and bullet points, etc.).
When all the fields required and desired have been completed, click on "Submit" so that the information added is effectively recorded in the ULB database in relation to the course.

Otherwise, click on "Exit without submitting" if you do not want to save the information you have added.
Cette unité d'enseignement développe :
- l'esprit critique et le libre examen (à travers la démarche scientifique)
- une dimension quantitative
Access to edit a teaching unit fact sheet (via MonULB)

- The "edit" mode for the fact sheet is only accessible to course leaders (and to language assistants i.e. 'ATLV' staff for language courses) as well as for faculty respondents, via a secure connection (using the "username (netID)" and "password" which grant access to the ULB intranet)
- The path to access the "edit" mode (via MonULB) is as follows:
  o Access MonULB: [https://mon-ulb.ulb.ac.be/cp/home/displaylogin](https://mon-ulb.ulb.ac.be/cp/home/displaylogin)
  o Identify yourself, completing the fields "username (netID)" and "password"

- Once within the MonULB interface, open the "My courses" tab
- In the "My free-service links" section in the top left, click on "TU Sheet"
Where applicable, re-enter your login credentials in the "ULB Central Authentication Service (CAS)", completing the "username (netID)" and "password"

In the "subject" drop-down menu, select the discipline for the course for the fact sheet to be edited (e.g. PHYS for physics).

Enter the "course number" (e.g. S201) composed of a letter indicating the managing faculty, and a code of 3 or 4 figures; the whole of the "Subject-Number", separated by a hyphen, constitutes the mnemonic.

Select the academic year from the drop-down menu.

Click on "Submit"

The fact sheet for the previously selected teaching unit will then be displayed on the screen.

In the "Language" drop-down menu, choose "English" or "French" according to the version of the sheet to be edited; it is recommended to modify the 2 sheets for the same course in the same working session, so as to ensure optimum coherence.

Click on "Edit" in the top left or bottom left on the sheet to make any amendments or to provide additional information.

---

3 The number of years accessible in the drop-down menu for the MonULB interface is limited to the current academic year, or the upcoming academic year; for access to a sheet for a previous year, edit it via the eCursus interface, which allows access to all of the archived sheets.
Use the text formatting tools located above each box to be completed, to format the field you are completing (e.g. bold, italics or underline, left, centre or right alignment, numbered lists and bullet points, etc.).

When all the fields required and desired have been completed, click on "Submit" so that the information added is effectively recorded in the ULB database in relation to the course.
 Otherwise, click on "Exit without submitting" if you do not want to save the information you have added.

 When you click on "Back", you will return to your course sheet without recording your modifications (the same as when you click on "Exit without submitting").
Exactly what information is required in each field in the teaching unit fact sheet?

- In this section of the document, we will review the fields contained in the teaching unit fact sheet, as of 1 August 2015. For each field in the fact sheet, we will indicate:
  - whether it is "compulsory" (by decree or institutional decision) for completion, indicated with an asterisk * in this document and in the online sheet
  - the "non-amendable" fields that, for each sheet, are automatically completed based on the integrated ULB database relating to the courses; in this document, these fields are indicated using grey type; in the case of an error in one of these fields, inform your faculty respondent (see appendix at the end of this document) for the desired correction.

- While it may be recommended by literature and consequently by the institution, to supply the student with the most precise information possible about the organisation of a course, that is via all the items on the fact sheet, lecturers are requested to first complete the fields indicated below in blue.

- In order to meet the expectations of our exchange students and to respond to the directives of the "Landscape" decree and the Erasmus+ Charter, the University requires holders to complete and/or update the French AND English versions of their "teaching unit fact sheets".

- Fortunately, as a general rule⁴, the fields in the teaching unit fact sheet for an academic year are completed by default in the sheet for the following year, based on the information previously completed and stored in the integrated database relating to the course. However, it is your responsibility as lecturer to update this information so that they correctly reflect the actual structure of your course.

---

⁴ Where a teaching unit maintains its mnemonic from one academic year to the next, the content of the fields in the fact sheet will automatically be stored, with the understanding that the "non-amendable" fields will be populated with the information from the updated institutional database (e.g. lecturers, schedule, etc)
<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of the teaching unit*</td>
<td>Non-amendable / amendable sheet in English</td>
</tr>
<tr>
<td>Course language*</td>
<td>Non-amendable</td>
</tr>
<tr>
<td>Level of the qualification framework*</td>
<td>Non-amendable</td>
</tr>
<tr>
<td>Discipline*</td>
<td>Non-amendable</td>
</tr>
<tr>
<td>Lecturer(s)* [including the coordinator]</td>
<td>Non-amendable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location of the course</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-required teaching unit(s)*</td>
<td>Non-amendable</td>
</tr>
<tr>
<td>Co-required teaching unit(s)*</td>
<td>Non-amendable</td>
</tr>
<tr>
<td>Pre-required knowledge and skills*</td>
<td>List of key knowledge and skills required for students to follow this teaching unit.</td>
</tr>
<tr>
<td>Study programme(s) featuring the teaching unit</td>
<td>Non-amendable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Objectives and methodologies</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contribution of the teaching unit to the programme profile*</td>
<td>List of skills as contained in the &quot;programme profile&quot; for the principal study programme in which it features, which the teaching unit contributes to.</td>
</tr>
<tr>
<td>Objectives of the teaching unit (and/or specific learning outcomes) *</td>
<td>Objectives (and/or learning outcomes) for the teaching unit, formulated with a student perspective and, as a general rule, formulated as follows: &quot;After completing this teaching unit, a student will be capable of...&quot;</td>
</tr>
<tr>
<td>Contents of the teaching unit *</td>
<td>Summary of the concepts included (typically 5 to 12 items)</td>
</tr>
<tr>
<td>Teaching method and learning activities*</td>
<td>Statement of the principal teaching methods used (face-to-face teaching, distance learning, hybrid teaching, field learning) Statement of the different learning activities featured in the teaching unit (choose exclusively from: lecture, supervised exercises, practical work, seminars, excursions, language practice, project, internship, masters thesis or final project, workshop, personal work).</td>
</tr>
<tr>
<td>Essential course materials*</td>
<td>Yes/No If Yes, how many/much? Answering &quot;yes&quot; will commit holders to: - supply the file(s) from the document(s) corresponding to the syllabus, on the intranet of the institution (Virtual university); - authorise the Brussels University Press to print the document(s) corresponding to the syllabus in hard copy, available for free, to the benefit of the scholarship students or those benefiting from the support of student social services.</td>
</tr>
</tbody>
</table>
### Other course materials
Other course materials made available to students on the intranet (*Virtual university*): http://uv.ulb.ac.be

### References, bibliography and recommended reading*
Main sources based on which the teaching unit has been designed. Useful sources to look more deeply into the concepts covered (e.g. websites, e-books, further reading, etc.). As far as possible, respect the bibliographical standards for your discipline.

### IV. Assessment

#### Method(s) of assessment*
Exhaustive list of the types of certificate-based assessment (oral, written, MCQ, presentation of work, etc.), the assessment period, any work required, possible formative assessments, etc.

#### Construction of the mark (including the weighting of the various partial marks)*
Weighting of the various aforementioned activities (arithmetical average, geometrical average, application of the principle of skill or compensation)$^5$

#### Assessment language*
French is given priority, but a foreign language may be used depending on the educational circumstances, the nature of the course, and/or the instructions from the educational coordinators

### V. Practical organisation

#### Organising institution*
Non-amendable

#### Managing faculty*
Non-amendable

#### Four-month period*
Non-amendable

#### Schedule*
Non-amendable

#### Schedule volume
Number of hours attributed to each of the learning activities listed above (with the exception of personal work)

### VI. Educational coordination

#### Contact*
Contact details of the department or teachers responsible for its organisation and evaluation
Define the means of communication between the student and the teaching staff (mail, office hours, UV, etc.)

#### Teaching location*
The campus (e.g. Solbosch, Plaine, Erasme, Uccle-Hazard or Gosselies) or the teaching location if any learning activities are organised away from the ULB campus.

$^5$ On this basis, it is advisable to be aware of the worksheet created by the DSAA-Prac-TICE Cell: http://cte.ulb.ac.be/images/docs/fiches/FusionnerDeuxNotes_v3.pdf
VII. Other information relating to the teaching unit

<table>
<thead>
<tr>
<th>Notes</th>
<th>Anything you consider important to highlight.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Free text)</td>
<td>Free space for additional information.</td>
</tr>
</tbody>
</table>

Additional information

- If you use the "copy-paste" function in the edit mode, the font and the size of the text will remain as per the source.
- If you wish to do so, you can use the html tool bar (below):
  - There is only one font "Verdana Arial Narrow" and one font size "100%"

html tool bar

Use of font:

1. Select the text
2. Click on the drop-down menu
3. Select the font

⇒ The font selected will then be preceded by

Use of font size:

1. Select the text
2. Click on the drop-down menu
   ⇒ Select the font size

⇒ The font selected will then be preceded by
Appendix: list of faculty respondents in charge of the administrative management of the teaching unit fact sheets

<table>
<thead>
<tr>
<th>Facultés/Instituts/Ecoles</th>
<th>Lettre Fac</th>
<th>Nom</th>
<th>Prénom</th>
<th>Téléphone/mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>LTC</td>
<td>B</td>
<td>Angelroth</td>
<td>Bénédicte</td>
<td>02 650 66 67 / <a href="mailto:Benedicte.Angelroth@ulb.ac.be">Benedicte.Angelroth@ulb.ac.be</a></td>
</tr>
<tr>
<td>LTC</td>
<td>B</td>
<td>Jacobs</td>
<td>Anne-Sophie</td>
<td>02 650 28 71 / <a href="mailto:Anne-Sophie.Jacobs@ulb.ac.be">Anne-Sophie.Jacobs@ulb.ac.be</a></td>
</tr>
<tr>
<td>Droit et criminologie</td>
<td>C</td>
<td>Cornet</td>
<td>Jennifer</td>
<td>02 650 49 44 / <a href="mailto:Jennifer.Cornet@ulb.ac.be">Jennifer.Cornet@ulb.ac.be</a></td>
</tr>
<tr>
<td>Droit et criminologie</td>
<td>C</td>
<td>Terlinck</td>
<td>Anne</td>
<td>02 650 39 39 / <a href="mailto:Anne.Terlinck@ulb.ac.be">Anne.Terlinck@ulb.ac.be</a></td>
</tr>
<tr>
<td>Philosophie &amp; Sciences sociales</td>
<td>D</td>
<td>Doyen</td>
<td>Françoise</td>
<td>02 650 39 06 / <a href="mailto:Francoise.Doyen@ulb.ac.be">Francoise.Doyen@ulb.ac.be</a></td>
</tr>
<tr>
<td>Philosophie &amp; Sciences sociales</td>
<td>D</td>
<td>Claes</td>
<td>Charlotte</td>
<td>02 650 65 87 / <a href="mailto:Charlotte.Claes@ulb.ac.be">Charlotte.Claes@ulb.ac.be</a></td>
</tr>
<tr>
<td>Philosophie &amp; Sciences sociales</td>
<td>D</td>
<td>Laurent</td>
<td>Marie-Aline</td>
<td>02 650 39 05 / <a href="mailto:Marie.Aline.Laurent@ulb.ac.be">Marie.Aline.Laurent@ulb.ac.be</a></td>
</tr>
<tr>
<td>Sciences psychologiques et de l’éducation</td>
<td>E</td>
<td>Mwema</td>
<td>Paul</td>
<td>02 650 36 18 / <a href="mailto:pmwema@ulb.ac.be">pmwema@ulb.ac.be</a></td>
</tr>
<tr>
<td>Sciences psychologiques et de l’éducation</td>
<td>E</td>
<td>Droesbeke</td>
<td>Sébastien</td>
<td>02 650 65 40 / <a href="mailto:sdroesbe@ulb.ac.be">sdroesbe@ulb.ac.be</a></td>
</tr>
<tr>
<td>Sciences (Ecole interfacultaire de bioingénieurs)</td>
<td>F</td>
<td>Lavoye</td>
<td>Marie-Laetitia</td>
<td>02 650 54 40 / <a href="mailto:Marie-Laetitia.Lavoye@ulb.ac.be">Marie-Laetitia.Lavoye@ulb.ac.be</a></td>
</tr>
<tr>
<td>Sciences (Ecole interfacultaire de bioingénieurs)</td>
<td>F</td>
<td>Leroy</td>
<td>Peggy</td>
<td>02 650 29 48 / <a href="mailto:Peggy.Leroy@ulb.ac.be">Peggy.Leroy@ulb.ac.be</a></td>
</tr>
<tr>
<td>Sciences (Ecole interfacultaire de bioingénieurs)</td>
<td>F</td>
<td>Lenain</td>
<td>Marie-Christine</td>
<td>02 650 31 46/ <a href="mailto:Marie-Christine.Lenain@ulb.ac.be">Marie-Christine.Lenain@ulb.ac.be</a></td>
</tr>
<tr>
<td>Médecine</td>
<td>G</td>
<td>Pinter</td>
<td>Marie</td>
<td>02 555 61 18 / <a href="mailto:Marie.Pinter@ulb.ac.be">Marie.Pinter@ulb.ac.be</a></td>
</tr>
<tr>
<td>Médecine</td>
<td>G</td>
<td>Thomisse</td>
<td>Vinciane</td>
<td>02 555 60 24 / <a href="mailto:Vinciane.Thomisse@ulb.ac.be">Vinciane.Thomisse@ulb.ac.be</a></td>
</tr>
<tr>
<td>Institution</td>
<td>initials</td>
<td>First Name</td>
<td>Last Name</td>
<td>Phone Number / Email Address</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>----------</td>
<td>------------</td>
<td>-----------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>Ecole Polytechnique de Bruxelles</td>
<td>H</td>
<td>Palacios</td>
<td>Perez</td>
<td>02 650 40 86 / <a href="mailto:Vanessa.Palacios.Perez@ulb.ac.be">Vanessa.Palacios.Perez@ulb.ac.be</a></td>
</tr>
<tr>
<td>Ecole Polytechnique de Bruxelles</td>
<td>H</td>
<td>Vermast</td>
<td>Claudie</td>
<td>02 650 40 94 / <a href="mailto:Claudie.Vermast@ulb.ac.be">Claudie.Vermast@ulb.ac.be</a></td>
</tr>
<tr>
<td>Ecole Polytechnique de Bruxelles</td>
<td>H</td>
<td>Boon</td>
<td>Caroline</td>
<td>02 650 40 82 / <a href="mailto:Caroline.Boon@ulb.ac.be">Caroline.Boon@ulb.ac.be</a></td>
</tr>
<tr>
<td>Sciences de la motricité</td>
<td>I</td>
<td>Hereng</td>
<td>Ariane</td>
<td>02 555 33 49 / <a href="mailto:Ariane.Hereng@ulb.ac.be">Ariane.Hereng@ulb.ac.be</a></td>
</tr>
<tr>
<td>Pharmacie</td>
<td>J</td>
<td>Cornette</td>
<td>Arielle</td>
<td>02 650 53 35 / <a href="mailto:Arielle.Cornette@ulb.ac.be">Arielle.Cornette@ulb.ac.be</a></td>
</tr>
<tr>
<td>Pharmacie</td>
<td>J</td>
<td>Vanden Dael</td>
<td>Anaëlle</td>
<td>02 650 52 44 / Anaë<a href="mailto:lle.Vanden.Dael@ulb.ac.be">lle.Vanden.Dael@ulb.ac.be</a></td>
</tr>
<tr>
<td>Ecole de santé publique</td>
<td>L</td>
<td>Herzet</td>
<td>Joelle</td>
<td>02 555 40 21 / <a href="mailto:Joelle.Herzet@ulb.ac.be">Joelle.Herzet@ulb.ac.be</a></td>
</tr>
<tr>
<td>Institut d’études Européennes</td>
<td>O</td>
<td>Bogaerts</td>
<td>Mathieu</td>
<td>02 650 30 68 / <a href="mailto:Bogaerts.Mathieu@ulb.ac.be">Bogaerts.Mathieu@ulb.ac.be</a></td>
</tr>
<tr>
<td>Institut d’études Européennes</td>
<td>O</td>
<td>Teixeira</td>
<td>Marie-Thérèse</td>
<td>02 650 30 68 / <a href="mailto:Marie-Therese.Teixeira@ulb.ac.be">Marie-Therese.Teixeira@ulb.ac.be</a></td>
</tr>
<tr>
<td>Architecture</td>
<td>P</td>
<td>Gilot</td>
<td>Françoise</td>
<td>02 643 66 69 / <a href="mailto:Francoise.Gilot@ulb.ac.be">Francoise.Gilot@ulb.ac.be</a></td>
</tr>
<tr>
<td>Architecture</td>
<td>P</td>
<td>Wargnies</td>
<td>Isabelle</td>
<td>02 643 50 93 / <a href="mailto:Isabelle.Wargnies@ulb.ac.be">Isabelle.Wargnies@ulb.ac.be</a></td>
</tr>
<tr>
<td>Solvay Brussels School of Economics and Management</td>
<td>S</td>
<td>Genin</td>
<td>Romy</td>
<td>02 650 48 30 / <a href="mailto:romy.genin@ulb.ac.be">romy.genin@ulb.ac.be</a></td>
</tr>
<tr>
<td>Solvay Brussels School of Economics and Management</td>
<td>S</td>
<td>Claes</td>
<td>Charlotte</td>
<td>02 650 65 87 / <a href="mailto:Charlotte.Claes@ulb.ac.be">Charlotte.Claes@ulb.ac.be</a></td>
</tr>
</tbody>
</table>