

Guidelines for the Preparation of Study Guides

Introduction:

A study guide is a learning resource, particularly designed to assist students in learning and assessment process of a particular course. It is expected that study guides should be available for all the course units of a study programme. In general, it provides a proper alignment of learning outcomes, teaching and assessment strategies and helps making the overall learning experience more transparent and meaningful for the students.

In the preparation of study guides it is required to maintain the academic standards of the University to facilitate offering quality education.

Guidelines:

- i. Study guide of a course unit should be prepared by the subject expert(s) or the teacher(s) assigned to the course unit under the guidance of a Senior staff member/Head of the Department. The most recent/ updated syllabi should be considered in the preparation of the study guide and need to be revised with the revision of syllabi.
- ii. Course specifications should comply with the SLQF learning outcomes for the relevant level of study. As with course unit outlines, each topic should highlight the learner needs and the extent to which the course unit will meet such needs. Therefore, the manner in which the course unit will be structured in terms of lecture/laboratory sessions, highlighting how each session will contribute to achieve overall learning outcomes should be made clear. Appropriate teaching methods and assessment strategies should also be outlined.
- iii. It is important to edit the language and the contents once the study guide is prepared.
- iv. The study guide should be reviewed by a subject expert, appointed by the Faculty Board on the recommendation of the Head of the Department.
- v. For obtaining the recommendation of the Faculty Board (FB), the amended study guide should be submitted with the report of the reviewer along with a report of incorporating the reviewer's suggestions. After obtaining the FB approval, it should be submitted to the Curriculum, Learning and Evaluation Committee (CULTEC) and to the Senate and Council for the approval.
- vi. The Study guide should be made available to students at the commencement of the teaching of the course unit.
- vii. Authors need to identify the appropriate media resources; audio, audio – visual, multimedia, printed material, online resource etc. and suitability of the selected media can be decided by the assigned reviewer.
- viii. Authors need to obtain the copy right clearance and ISBN numbers whenever necessary.

Outline of the Study Guide

- Course Code
- Course Title
- Prerequisites
- Co-requisite
- Medium of Instruction
- Introduction
- Objectives/Aims
- Intended Learning Outcomes (ILOs)
- Contents
 - Topics and subtopics
 - Contents under each topic
 - Specific Learning Outcomes (ILOs) for each topic
 - Alignment of course unit ILOs with Programme Learning Outcomes with compliance to SLQF
 - Illustrations, pictures, figures, tables as appropriate
- Method of Teaching
- Learning activities, independent learning resources
- Assessment strategy; Continuous Assessment (CA) and Final Assessment (FA)
- Reading material
- Glossary
- Sample questions, problem solving exercises
- Any other relevant information
- History: previous editions and revisions, if any

Cover page of the study guide should include:

- Logo of the university
- Faculty
- Department
- Study Programme
- Course code and course title
- Name(s) of the author (s)
- Year of publication
- ISBN number, if any