

Quality criteria for Laurea's online studies

Page 1/3

Name of assessed online study unit: _____

A = Accomplished P = Partly accomplished N = Not accomplished

1. Learning objectives and description of the study unit	A/P/N	Comments
The learning objectives of the study unit are described in clear, work-oriented competence areas.		
The working methods of the online study unit have been selected to support the acquisition of generic skills.		
The progress and method of completion of the study unit are clearly indicated. The essentials for completing the course can be found in one place on the online platform.		
Basic information on the study unit (e.g. teacher contact details, schedule, and availability of support services) can be found easily.		
Information regarding the basic equipment and digital tools needed is available in the study unit description.		
The first page of the online study unit include working instructions.		

2. Learning assignments	A/P/N	Comments
The learning assignments are relevant to learning outcomes and authentic work-related situations, and support Laurea's pedagogical model, Learning by Developing (LbD).		
The assignments are suitable for online studies and can be carried out online independently or with other students.		
The instructions for the tasks are easy to understand and they guide the work of the student. The objective(s), methods, evaluation criteria and schedule of each task are easy to find		
The scope of the assignments corresponds to the expected learning outcomes. The assignment instructions indicate the estimated time needed for their completion or time usage is clearly defined in the unit		
While carrying out the assignments, students can make use of various digital tools, including audio, video, image, and different text types		
The assignments make it possible for the student to progress individually (for example, at a faster pace).		

Quality criteria for Laurea's online studies

Page 2/3

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3. Learning materials	A/P/N	Comments
The student receives guidance in the selection of learning materials so they support the learning outcome and learning assignments.		
The study unit makes meaningful use of multimedia applications.		
The learning materials are interactive and provide feedback that guides the student's work.		
The materials are up-to-date and retrieved from reliable sources.		
Rights of use to the materials have been confirmed References and copyright information are indicated appropriately.		
The user rights to the materials produced by the teacher are indicated clearly.		
Information concerning the practices on storing and using the materials produced by students is available on the online platform.		
4. Co-working	A/P/N	Comments
Students are offered opportunities for mutual interaction co-working, learning from each other and sharing experiences online.		
The goals and requirements of co-working are clearly indicated.		
Students are encouraged to form a group. The learner community is visible online.		
It is easy for stakeholders, including employer representatives, to get involved during the online course.		
5. Guidance and feedback	A/P/N	Comments
Students receive guidance and feedback regularly during the study unit. They also have the opportunity to receive feedback and guidance from other students and stakeholders.		
Students know how to contact the teacher and when and how guidance will be offered.		
Students can submit feedback and ask questions for the whole duration of the study unit, and responses are given without delay.		
Student feedback is used for further development of the study unit.		

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Page 1/3

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6. Studiability and technical usability	A/P/N	Comments
The contents of the course appear cohesive		
The contents (i.e. folders, pages, files) have understandable names and their functionality has been checked.		
The links work, materials open, images, graphics, audio, animation, and videos can be easily downloaded. The links have descriptive titles that indicate where they direct the user.		
The instructions and schedules (delivery times and methods) of learning exercises are clearly indicated.		
The visual elements and effects are used with thought and they are meaningful to the contents.		
The online course can be completed on any type of device.		
If there is a need to download an application or create a new user account in order to complete the learning outcomes, reasons for this must be indicated on the online platform. The required applications must be free of charge and safe to use.		
The instructions for the use of the online platform and tools, downloading the applications and creating user accounts are easy to find on the online platform		
The online platform, its contents and the other applications used during the study unit meet the requirements concerning information security. The privacy of an individual or the internal information of an organisation are never compromised when information is handled.		

7. Evaluation of learning outcomes	A/P/N	Comments
The student understands how the study unit is assessed. The student can easily find the evaluation criteria.		
The assessment takes place during the entire learning process, and versatile methods are used.		
The student takes active part in self-evaluation and peer-evaluation using the tools provided on the online platform.		