



## how to enter the syllabus / make changes at mymci.

### FOR FACULTY

The syllabus is a teaching guideline that includes all relevant data and information for students and teachers on each course of the semester. The teaching content defined in the syllabus is specified by the study program and can be updated or revised online at myMCI by you in accordance with the study program.

In order to ensure the ideal co-ordination of teaching contents, we kindly ask you as a lecturer to check whether your course's syllabus is up to date, taking into account the following points:

- In the **"Teaching"** area of [myMCI](#) you find the corresponding syllabus/syllabi online.
- Please open the syllabus of the corresponding course (a window will open below the course) and check whether it is up to date.
- If any **changes or additions** are needed, go to "process syllabus & confirm" to make your changes to the fields "Objective of the course", "Course contents", "Recommended or required reading", "Planned learning activities and teaching methods" and/or to provide additional information on the methods of assessment.
- Clicking on the "Save" button to save the current state and continue working at a later stage. Click "Save & send" to express your approval and forward the syllabus to the study program office (with or without amendments).
- Even if you have **no changes or additions** to make, you are asked to **click on "Save & send"** to confirm the syllabus.

#### Please note:

- In the case of **courses with more than one lecturer**, each lecturer has his/her own field for entering the course contents. The general course contents are provided as guidance and cannot be changed.
- The information you enter in the individual course content field (with your name) is only made available internally and for students. All the other information is accessible in English on the MCI website [here](#).
- Syllabus entries should be made in the language of tuition.
- Final approval of the syllabus will be granted by the study program office. The approved and binding syllabus will be posted on myMCI two weeks before the beginning of classes at the latest.
- The syllabus with the course contents should be made available to students in good time. You are therefore kindly asked to check it and make any changes **as soon as possible**. Where lecturers fail to confirm the syllabus online via myMCI, the existing syllabus will be approved automatically two weeks before classes begin.

If you have any problems entering your data you are kindly advised to contact the corresponding study program office. If you encounter any technical problems, please send an e-mail to [helpdesk@mci.edu](mailto:helpdesk@mci.edu).

**Thank you very much!**