

1. Definition of a Textbook

A textbook is a learning resource systematically developed by lecturers/educators for use in the teaching and learning process. It is aligned with the **Course Learning Outcomes (CLO)** and the **Semester Learning Plan (RPS)** of a specific course. A textbook is not merely a collection of materials; rather, it is designed as a structured, communicative, and student-oriented learning tool.

2. Main Requirements of a Textbook

To be officially recognized and to obtain maximum **academic credit points (AK)**, a textbook must meet the following criteria:

- **Publication Format:** Must have an **International Standard Book Number (ISBN)**.
- **Field Relevance:** The content must align with the author's academic discipline.
- **Submission Limit:** For academic credit evaluation, lecturers are limited to proposing **one book per year**.
- **Originality:** Must not be plagiarized and must be accompanied by a **Declaration of Integrity** confirming the authenticity of the work.
- **Not Derived from Thesis/Dissertation:** For promotion purposes, the book must not be directly derived from the author's thesis or dissertation, nor from their supervised students' work.

3. Writing and Evaluation Guidelines

Writing Structure:

The manuscript must be systematically organized to support the course learning outcomes, consisting of:

- **Preliminary Section:** Title Page, Preface, Table of Contents
- **Main Content (per chapter):**
 - Learning Outcomes
 - Content Explanation
 - Case Studies / Illustrations
 - Exercises or Questions
 - Summary
- **Final Section:** References (mandatory), Glossary (optional), Index (optional)

Performance Evidence:

When submitting for evaluation, lecturers are required to attach scanned copies of the **book cover** and other supporting documents.

Academic Credit (AK):

- **Reference Book:** Maximum 40 credit points
- **Monograph:** Maximum 40 credit points
- **Book Chapter (National):** Maximum 10 credit points

Credit Distribution:

- Single author: receives **100%** of the credit points
- Two authors: first (and corresponding) author receives **60%**, second author **40%**

- If the first author is not the corresponding author, each author receives **50%**

Credit Load (SKS):

Writing one textbook or teaching book published by a university or another recognized publishing institution is assigned a workload equivalent of 5 SKS per book.

Lecturer Obligation:

Lecturers, either individually or collaboratively, are required to write textbooks or teaching books as part of learning resources and to support the development of an academic culture.

BKD Component:

This activity is categorized under the Implementation of Education component, specifically in the development of teaching materials or modules that demonstrate novelty (innovation/value-added content).

Reasonable Limit:

Although recognized as 5 SKS, the total lecturer workload reported in the BKD per semester remains limited to a range of 12 to 16 SKS overall.