

## RULES FOR AWARDING ECTS POINTS

Schedule No. 1 to Rector's Order No. 7/2014 dated 1st April 2014

### I. Aims and Principles of ECTS system

#### §1

1. ECTS crediting points are defined in the European Credit Transfer and Accumulation System as a measure of an average workload of a student which is necessary to achieve expected learning outcomes. The credits are ascribed to all courses and internships of first cycle and second cycle degree programme as well as postgraduate studies required by the programme of studies and curriculum and to the preparation and submitting of diploma thesis or preparation for a diploma exam.

2. Awarding and using ECTS points is a part of educational quality assurance system at School, therefore it is subject to external and internal quality assurance procedures including students' and lecturers' assessment.

3. The principles of ECTS system guarantee that 1 ECTS point equals 25-30 hours of student's work needed to achieve expected learning outcomes. The number of ECTS points does not depend on the grade that a student has obtained.

4. When estimating ECTS points for a given course or a mode of study, individual student's work while preparing for classes, passing a course or an exam or a student's work in the lecturer's presence (individual and team work during classes, assessment tests and other forms of evaluation of the learning outcomes) shall be taken into account.

5. Student's workload of full-time year on hourly basis (both individually and in the lecturer's presence) necessary to achieve expected learning outcomes for the first cycle programme students shall be 1500-1800 hours, which corresponds to 60 ECTS. Workload indicates the hours of formal learning for a given mode or course an ordinary student usually needs to achieve the expected learning outcomes.

6. The number of ECTS points awarded for passing a given course or a module shall be recorded by an employee of the Dean's office in a student's Transcript of Record and Credit Protocol from a given course.

### II. ECTS and the conditions for obtaining diploma of higher education

#### §2

1. In order to obtain a diploma of graduation from undergraduate studies, a student is obliged to have at least 180 ECTS points.

2. In order to obtain a diploma of graduation from postgraduate studies, a course participant is obliged to have at least 60 ECTS points.

### III. Monitoring of ECTS system at WFS

#### §3

1. Student's workload, the determination of which is necessary to designate a number of ECTS points for a given module or course shall be subject to monitoring; the same shall apply to operation of ECTS system at WFS.

2. The Prorector for Education shall be responsible for monitoring operation of ECTS system at WFS.

3. The Prorector for Education shall verify the actual time of students' individual work in the meetings with students, who participated in the classes of a given course during a completed semester or on the basis of a questionnaire carried out at the end of a semester. If it has been

determined that the estimates of workload necessary to obtain credit from a given course have not been compliant with the actual timing for achieving expected learning outcome indicated by the students, modifications in the project of ascribing ECTS points shall be suggested. All the modifications shall be subject to discussion and verification at the session of the School's Senate.

4. In order to supervise the proper implementation of ECTS system at the School, the Prorector for Education shall also hold talks with the lecturers by the end of each semester. The modifications suggested in the project of ascribing ECTS points to individual courses or modules by the lecturers shall be discussed at the session of the School's Senate.

## IV. Transfer of ECTS points from another school

### §4

1. The courses transferred by a student which were credited at different school, including a foreign one with ascribed ECTS points, shall be included among the achievements expressed in ECTS points at the School.

2. The transfer of courses shall occur if a student has achieved expected learning outcome at other school and has obtained not less than 30 ECTS points for passing each semester, assuming that 1 ECTS point corresponds to the learning outcome achieving of which requires on average 25-30 hours of work from a student.

3. A decision on transfer of courses and ECTS points shall be made by the Prorector for Education at a student's request, after having acquainted with the documentation of the course of study at the other school, which has been presented by a student.

4. In the case of transfer from another school of higher education, a student shall receive the same number of ECTS points for passing a given course or a module as is ascribed to the learning outcome to be achieved by completing the course at the School.