

Rectors's directive

Description of procedure of approving ECTS credits

pt.1.

Main establishment

1. This directive is issued to ensure right distribution of ECTS credits to study subjects based on study load and continuing pt. 4 par. 2 of TUL's Study and Examination plan and union of the university processes so that they correspond with ECTS (European Credit Transfer systém) policies.

Pt. 2

ECTS credits, study hardness and learning outcomes

1. European Credit Transfer system (ECTS) is a system for obtaining, transfer and accumulation of credits based on transparency of learning outcomes.
2. ECTS credits are numeric values (from 1 to 60) and are based on the level of study load the student has to undertake to reach the designed learning outcomes. It expresses the student's effort to reach this unit.
3. Study load of student represents average time needed to fulfill all the educational activities connected to learning and to the aim to achieve the assumed learning goals. Mainly these are lectures, seminars, laboratory works, self-studying, seminar works, projects, individual work on desired themes, preparations for inclusion and exams. Quantification of study load is not influenced by the study type (bachelor, master or doctor), subject type (compulsory, non-compulsory, ...), subject significance or intensity of direct contact education.
4. Learning outcomes describe what do the students know and what they will be able to do after completing the course. Learning outcomes are set according to the level of study programme (bachelor, master or doctor) following the descriptors included in European qualification framework (level 6 = bachelor SP; level 7 = master SP; level 8 = doctor SPL or in so-called. Dublin descriptors (cycle 1. = bachelor SP; cycle 2. = master SP; cyklus 3. = doctor SP).
5. ECTS credits should fulfill two basic functions:
 - a) convertibility (the same way of setting up the credits enables their transfers among the universities, where the students learns particular subjects;
 - b) accumulation (the same way of setting up the credits ensures the same way of counting the credits from single subjects in one study plan or field so the quantitative level of study duties stays the same – that is usually 60 ECTS credits per year).
6. For one academical year, the standard time load on student is set to 1500~1800hours according to ECTS. Counting with set amount of 60 ECTS credits per one academic year, one ECTS credit represents 25~30hours.

pt. 3
The process of approving ECTS credits

1. The process of giving ECTS credits takes place:
 - a) when making a standard study plan when preparing accreditation for a new study programme, resp. study field,
 - b) when innovating important subjects and standard study plan when preparing accreditation of the study plan, resp. Study field,
 - c) when innovating other parts or whole new academic year.
2. During the preparations of a study programme or study field, the basic study plan is made so complete load on student is 60 ECTS credits (1500 - 1800 hours) usually divided in two equal parts – semesters – that is 30 ECTS credits per semester.
3. For **every subject** added into a standard study plan, these fields will be set:
 - a) aims of subject and learning outcomes;
 - b) activities as the means of achieving these aims;
 - c) time consumption of these activities;
 - d) amount of ECTS credits on the basis of this time consumption.

Essential innovations of study subjects and plans are a subject to reaccreditation of the study programme or field. In this case, the procedure is taken so it is corresponding to preparations of accreditations of a study program or field.

4. If there are innovations on study subjects or plans made during preparations of new academical year that may change presumed learning outcomes or activities and study load on student, they must be noted in the description of ECTS credits approval.
5. If the changes mentioned above lead to change of time consumption – study load on student, they must be taken into consideration in amount of ECTS credits for the subject.
6. The description of ECTS credits according to individual components is added to IS STAG into „subject programme" part.
7. Changes of subjects including changes of giving credits including their amount area subject to internal approving process in given schedule of preparations of academical year.

In case that the changes of ECTS credits are approved for an individual subject, it is also noted in IS STAG.

pt. 4
Final establishments

1. This directive is valid from 1.1.2009

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