

## **ECTS Regulations (European Credit Transfer System)**

### **§ 1. General information**

1. The ECTS (European Credit Transfer System) is the standard adopted by all universities in the European Higher Education Area (EHEA).
2. The ECTS is valid for all fields of study, for first, second, third and long cycle studies, full-time and part-time studies as well as postgraduate studies.
3. The purpose of the ECTS is to facilitate the planning, acquisition, assessment, recognition and validation of students' qualifications as well as their mobility.

### **§ 2. Basic definitions**

1. **ECTS credits** - reflect the student's workload needed to achieve the learning outcomes assumed in the study program
2. **Learning outcomes** - define what the student should know, what skills and social competences the student should have after completing the education program.
3. **Workload** includes classes organized by the university and the student's individual work in connection with these classes – the time the student needs to complete all the activities included in the study program (such as lectures, seminars, projects, practicals, e - learning, self-study and exams) and to achieve the assumed learning outcomes of a particular study program.

### **§ 2. Persons responsible for the implementation of activities under the Regulations**

1. Deputy Deans who supervise the proper functioning of the ECTS at the university faculties and are responsible for:
  - 1) introducing and following the rules and procedures of ECTS in a given field of study which they supervise,
  - 2) supervision of the functioning of mechanisms used to ensure the correct application of ECTS,
  - 3) supervising the process of allocating ECTS points to individual modules of the study program,
  - 4) providing information about the ECTS used at the university to students and university staff.
2. Dean - in terms of making decisions on the transfer of student achievements from another Polish or foreign university where the person studied.

### **§ 3. Principles of the ECTS (European Credit Transfer System)**

1. The credit point system implemented at WSB University corresponds to the ECTS standard and is a value allocated to individual subjects.

2. Credit points are assigned to all modules included in the study program (compulsory, elective), including internships. Credit points may also be awarded to other elements of the study program, e.g. study camps, study visits, which are assessed (in accordance with the approved study program).
3. If a particular module includes more than one form of classes, the study program may require obtaining ECTS points for completing each of these forms separately.
4. The number of ECTS points allocated to a given module within a given field of study corresponds to the student's workload necessary to complete the course.
5. Student workload is measured on the basis of the learning outcomes presented in the syllabuses designed by the university teachers. Syllabuses are available to the public.
6. The estimated workload results from the sum of:
  - 1) contact hours for a particular module,
  - 2) time devoted to individual and group work needed to complete the module (i.e. earlier preparation and completion of notes after participating in a lecture, tutorials, seminar or laboratory, collecting and selecting appropriate materials, necessary revision of the material, studying the teaching materials, written assignments / projects / theses etc.),
  - 3) time devoted to education in the form of e-learning,
  - 4) time required to prepare for the assessment process (end-of-term tests, exams, projects, etc.),
  - 5) time of participation in the assessment process,
  - 6) time required for doing a compulsory internship.
7. ECTS points are a measure of average student workload necessary to achieve the learning outcomes. One ECTS point corresponds to 25-30 hours of student work which includes classes organized by the university and the student's individual work in connection with these classes.
8. If the student obtains more ECTS points than required to complete a given year of study, at the student's request the surplus obtained shall be credited towards the next or subsequent years of study, provided that it concerns subjects included in the study plan and the study program.
9. In the case of repeating a year or semester, the student's re-admission to the same field of study or specialization, or participation in a student exchange program, the Dean may recognize the learning outcomes achieved in the already credited subject and the resulting ECTS points. This regulation also applies to taking up additional studies in a different field of study or specialization, changing the field of study or specialization, obtaining credit for modules in another field or specialization or at a different university.
10. Courses passed and ECTS points obtained at another university may be recognized in place of modules and points assigned to them included in the study plan, if the learning outcomes of these modules at both universities are consistent with each other. The decision in this matter is made by the Dean after analyzing the documentation of the course of studies completed at another university, submitted by the student.
11. If a student transfers courses passed at another university, including a foreign one, with assigned ECTS points, the learning outcomes achieved in these courses are recognized as achievements expressed in ECTS points at WSB University.
12. The minimum number of ECTS credits required to complete studies is:
  - 1) 180 for first- cycle studies,
  - 2) 210 for engineering studies,
  - 3) 120 for second- cycle studies, when it concerns first- cycle studies graduates,

- 4) 90 for second- cycle studies, when it concerns graduates of engineering studies (if the study program includes 3 semesters of study),
  - 5) 300 for long-cycle studies,
  - 6) 360 for long -cycle studies in medicine,
  - 7) 30 for postgraduate studies.
13. Students are awarded ECTS credits only when the assessment procedure shows that they have achieved the required learning outcomes for a given module of the study program.
  14. The number of points obtained for classes which are conducted with the use of distance education techniques may not exceed 50% of the total number of ECTS points specified in the study program as necessary to complete studies for the field of study in the practical profile and 75% of the total number of ECTS points specified in the study program as necessary to complete studies for the field of study in general academic profile. In classes which develop practical skills, methods and techniques of distance education might also be used to provide additional help in the process of teaching.
  15. The number of ECTS credits obtained for classes which are conducted with the use of distance education methods and techniques in the fields of study referred to in art. 68 (1) of the Act on Higher Education meet the requirements specified in the education standard preparing for the practice of a given profession.
  16. Obtaining ECTS points by the student is related only to the fact of passing the module and achieving the assumed learning outcomes and is not related to the grade the student obtains.

#### **§ 4. Final provisions**

1. All other matters related to awarding ECTS points, not included in these regulations, are regulated by relevant legal acts, including the Act on Higher Education and current regulations of the Minister of Science and Higher Education.
2. Pursuant to the Law on Higher Education and Science, the medical field (M.D. study program) is excluded from the procedure of confirming the learning outcomes achieved in the process of learning outside the system of studies.

#### **§ 5. Related documents**

1. Study regulations
2. Learning outcomes verification system