

# **Resolution no 97**

## **Adopted by the Senate of the West-Pomeranian University of Technology in Szczecin (ZUT)**

**on September 23rd, 2019**

**regarding the European system of transfer and accumulation of ECTS points at ZUT.**

Following the article no. 28 of the act no. 1, pt. 11, and with regard to the article no. 67 of the acts no. 1 to 3 passed on July 20th, 2018, Law regarding tertiary education and science (Journal of Laws, pt. 1668, incl. further modifications), we lay down the following:

### **§ 1.**

#### **I General provisions**

1. The European system of transfer and accumulation of ECTS points is valid for each and every course at ZUT, both S1 and S2, as well as doctoral studies at Doctoral School and any postgraduate courses. Such a system enables students/ graduate students/ doctoral students/ to have all and every semester completed at university other than ZUT, both domestic and abroad, as well as other departments of ZUT, validated. In this manner student/ doctoral student mobility is promoted, individual career paths are pursued, individual learning styles discovered, and educational experience broadened.
2. ECTS points are collected (accumulation) in order to obtain qualifications (as proven with diplomas or certificates), in accordance with a decision by dean/ school director who acknowledge such qualifications.
3. Number of ECTS points assigned for specific courses is contingent upon level of education. Number of ECTS points assigned for specific courses, both onsite and extramural, is always the same.
4. In order to obtain a graduation certificate, every student is obliged to pass all the exams which are part of the course taken, as well as receive the following:
  - in the case of S1 courses – minimum 180 ECTS points (bachelor's degree), or minimum 210 ECTS points (engineer's degree),
  - in the case of S2 courses – 90 ECTS points, or 120 ECTS points.
5. ZUT syllabus should enable students to collect the following:
  - in the case of doctoral courses, or at Doctoral School, 45 ECTS points throughout the whole course;
  - in the case of postgraduate courses, minimum 30 ECTS points throughout the whole course.

6. ECTS points are assigned as a result of specific classes, work experience placement, and dissertation which are all part of the course syllabus and which reflect the amount of work put into the overall learning process.
7. Number of ECTS points assigned for each semester of either S1 or S2 courses should equal 30, whereas it can be lower for extramural courses.
8. ECTS points are assigned to:
  - students/ graduate students – upon passing all the exams which are part of the course taken, and after being graded for each and every subject studied,
  - doctoral students – upon passing all the exams which are part of the course taken, and after being graded for each and every optional subject and work experience placement.
9. Requirements specified in each course syllabus include knowledge, abilities and social skills which are all mastered in class, during work experience placement, while writing final dissertation and as a result of self-studying (students/ postgraduate students), and are all credited with ECTS points. Supposing classes are conducted over a few semesters, each class is credited with ECTS points separately. All requirements specified in a course syllabus must be met.
10. Each ECTS point represents the following requirement:
  - a) in the case of a student/ postgraduate student – 25-30 hours of work, on average;
  - b) in the case of a doctoral student - 30 hours of work, on average.
11. Value discussed under pt. 10 is set each time in the course syllabus.
12. Average number of work for a student/ postgraduate student/ doctoral student includes the following:
  - classes conducted by ZUT personnel, in accordance with the schedule and syllabus, including duty hours, tests and exams,
  - individual and group work of students/ postgraduate students/ doctoral students (that is, completing notes, studying the recommended literature, collecting and selecting material necessary for passing all the exams, reviewing the overall material, doing individual projects, preparing class reports and presentations, etc.), necessary for meeting all the syllabus requirements,
  - time required for work experience placement,
  - time required for writing a final dissertation (students/ postgraduate students),

- other factors taken into account when determining the amount of work required by students/ postgraduate students/ doctoral students: course level, teaching/ learning method, learning environment (e.g. size of a group), as well as various teaching facilities (language laboratories, multimedia classrooms, additional teaching aids for students/ postgraduate students/ doctoral students, etc.).
13. Workload distributed among students/ postgraduate students/ doctoral students in each semester should be even, if possible. Amount of work for each student/ postgraduate student/ doctoral student represents the time that each averagely smart student requires so as to be graded for all the subjects which are part of the course syllabus.

## **§ 2.**

### **II Rules of scoring system**

1. Student/ postgraduate student/ doctoral student is credited with ECTS points after positive verification of their course requirements.
2. Evaluation of the workload should be made at regular intervals with the use of ZUT educational quality assurance system, in accordance with its structure and based on audit results and feedback from students/ postgraduate students/ doctoral students. Supposing the amount of work necessary for specific subjects is significantly different from the audit results, reasons for such discrepancies are thoroughly analyzed and suggestions are made in order to modify the syllabus (requirements for allocating ECTS points) before a new semester commences.
3. <sup>1</sup>Any actions connected with both designing and modifying syllabuses (as well as ECTS points assigned for them) for students of specific courses/ doctoral students in their fields (with no changes to the course requirements) are carried out by syllabus commissions. Any modifications to the course syllabus of Doctoral School are introduced by the director of Doctoral School in cooperation with the board of Doctoral School. Changes to ECTS scoring system verified by course syllabuses must be consulted with ECTS coordinator from a given ZUT department.
4. The Senate, which is held responsible for designing syllabuses for specific courses/ fields of doctoral studies, adopts an act that makes such syllabuses, along with ECTS points assigned for the subjects which are part of such a course, legitimate after consultation with student/ doctoral student council or board of Doctoral School.

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<sup>1</sup> change implemented with the ZUT Senate resolution no. 196 on September 27th, 2021.

5. ECTS points assigned for specific course syllabuses are catalogued in the index of subjects (syllabus index) at ZUT, which is available on University website.
6. If a student/ postgraduate student/ doctoral student passed all the exams required for a specific level at other times or places (either formal or informal), the overall ECTS points he/ she was credited with can be approved of after validation of the grades obtained.
7. ECTS points assigned within a course syllabus can be transferred into another syllabus at the same academic level and from the same ZUT department, or a department of another university eligible for providing such education. Transfer of points can only take place if a University unit which recognizes student performance so far approves of those points and credits the work.
8. Conditions and procedure of transferring results of academic performance of a student/ doctoral student must make provisions for the fact such students need to continue their education.
9. Rules of transferring both classes and ECTS points must be formulated prior to any cooperation between a ZUT academic unit and another university.
10. Any student/ doctoral student who has results of their academic performance transferred outside ZUT, including transfer abroad, will have such classes recognized as credited with ECTS points at ZUT.
11. Decision about any transfer of ECTS points is taken by either dean or director of Doctoral School on the basis of reliable information on student performance or results collected owing to various methods of didactic evaluation.
12. <sup>2</sup>Dean of a department appoints an ECTS coordinator who is then held responsible for the following:
  - introducing and abiding by the rules and procedures for allocating ECTS points at a given department,
  - informing students/ postgraduate students/ doctoral students/ University personnel of anything connected with ECTS scoring,
  - monitoring real workload of students/ postgraduate students/ doctoral students aimed at obtaining grades for classes,
  - consulting on ECTS scoring for specific syllabuses, which are either redesigned or modified,
  - informing syllabus commission, and Faculty Commission for Educational Quality Assurance, of all and any discrepancies between ECTS allocation and actual student workload.

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<sup>2</sup> change implemented with the ZUT Senate resolution no. 196 on September 27th, 2021.

13. <sup>3</sup>University president, on request from vice-president for education, appoints a University ECTS coordinator, who:
- along with all the ECTS coordinators from each department, draws up guidelines for ECTS scoring,
  - monitors whether such guidelines are observed,
  - on request from Senate commission for didactics, consults on ECTS scoring for specific syllabuses, which are either redesigned or modified,
  - consults on student's / doctoral student's appeal from a decision that rejects performance results obtained outside ZUT.
14. At Doctoral School board of the school is held responsible for the following:
- introducing and abiding by the rules and procedures for allocating ECTS points,
  - monitoring real workload of doctoral students, which is indispensable in order to obtain satisfactory performance results.

### **§ 3.**

#### **III Approving of performance results obtained outside ZUT**

1. Following various cooperation agreements and accords which are part of both international and domestic didactic programs (e.g. EU Commission-backed educational programs, Mostech, Mostar), as well as our own regulations (Rules of higher education studies at ZUT, Rules of doctoral studies at ZUT, Rules of Doctoral School at ZUT), a student/ a doctoral student who does part of their studying outside ZUT is allowed to have their verified performance results, credited with both ECTS points and grades, fully approved of.
2. Rules of higher education studies at ZUT, Rules of doctoral studies at ZUT and Rules of Doctoral School at ZUT permit transfer and approving of performance results obtained by a student/ doctoral student both at ZUT or outside, in accordance with the general rules for transferring such results. At ZUT, we also approve of the results which were obtained from institutions that do not follow ECTS scoring system. In such a case, it is dean of the department where learning takes place, or director of doctoral studies/ director of Doctoral School, who make a thorough analysis of student/ doctoral student performance results and credit them with ECTS score.

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<sup>3</sup> change implemented with the ZUT Senate resolution no. 196 on September 27th, 2021.

3. Prior to his/ her departure, a student is obliged to discuss the details of the syllabus effective for the hosting institution with a foreign cooperation plenipotentiary of the dean of a given department and to receive his/ her written permission. A doctoral student is obliged to discuss the details of the syllabus effective for the hosting institution with a director of doctoral studies/ director of Doctoral School and to receive their written permission.
4. Three copies of the syllabus in the form of the so-called „Learning Agreement” (later on referred to as „LA”), filled in the language of the hosting institution, are then signed by a student/ doctoral student, the dean/ director of doctoral studies/ director of Doctoral School, as well as by the representatives of the hosting institution.
5. Suppose it turned out there was a need for some changes to be made to LA after the semester has already begun, a student/ doctoral student is obliged to inform the dean/ director of doctoral studies and foreign cooperation plenipotentiary, and, in the case of Doctoral School – director of Doctoral School, of such prospective changes and promptly (not later than one month into the new semester under discussion) to submit the so-called „Changes to Learning Agreement” (later on referred to as „CLA”) which is a supplement to LA, signed by the hosting institution.
6. As a rule, 30 ECTS points must be scored per semester, or 60 ECTS points per year, yet no fewer than 20 ECTS points are accepted per semester, in the case of both S1 and S2 courses, unless the stay is shorter than one semester, and in the case of doctoral studies and learning at Doctoral School, in accordance with ECTS scoring system as stipulated in the course syllabus for a specific academic year. After reaching an agreement with the hosting institution, its dean and dean’s foreign cooperation plenipotentiary, a student has the right to increase the ECTS scoring limit over 30 points per semester, yet not more than 6 extra points per year. Upon reaching an agreement with the hosting institution, director of doctoral studies/ director of Doctoral School, a doctoral student has the right to increase the ECTS scoring limit, but not more than 6 points per year. The syllabus drawn up in LA and/ or CLA is binding for the student after his/ her return to ZUT.
7. In some acceptable cases, e.g. a student/ doctoral student goes away for less than one semester, comes back earlier due to some fortuitous event, or is unable to obtain all the performance results in a semester, a dean/ director of doctoral studies/ director of Doctoral School has the right to oblige such a student to achieve all the missing results after leaving the hosting institution, as well as determine in a separate document the amount of material to make up for and set the deadline for getting all the missing finals and ECTS points.

The aforementioned document is signed by the dean/ director of doctoral studies/ director of Doctoral School, and by either a student or a doctoral student.

8. If a student is unable to score the desired ECTS limit, as stipulated in LA and/or CLA, see pt. 7 respectively.
9. In order to have their performance results approved of at ZUT, a student needs to ask the hosting institution for a written confirmation (report card or its equivalent), as well as LA or CLA. Subject names have to be written into the academic progress report of a student/ doctoral student, and into the diploma supplement in the language in which classes were conducted. Grades have to be entered in accordance with ZUT grading system. If the hosting institution graded any student performance in compliance with its own grading system, a dean/ director of doctoral studies/ director of Doctoral School will, after consultation with either a departmental ECTS coordinator or the University ECTS coordinator, evaluate a student in accordance with the grading system at ZUT. The ECTS score achieved by a student at the hosting institution has to be copied into both the academic progress report of a student/ doctoral student and their diploma supplement.
10. In the case of some discrepancies in the interpretation of student performance results a dean/ director of doctoral studies/ director of Doctoral School can ask for an opinion from a departmental syllabus commission which is assigned to specific courses/ fields of science, and, in the case of Doctoral School, from a board of education at Doctoral School. Any decisions under such circumstances are made by a dean/ director of doctoral studies/ director of Doctoral School, and a student/ doctoral student reserves the right to appeal against decisions made by the aforementioned to the University President. The final decision is then made by the University President after consulting the University ECTS coordinator.
11. If a student goes away in order to do research necessary for their dissertation and the research is done under the supervision of a staff member from the hosting institution, all their performance results credited with ECTS score must be fully approved of. Dissertation must be written in compliance with Rules of higher education studies at ZUT as well as related regulations. A student is allowed to hand in their dissertation written elsewhere on condition that all the ZUT rules are observed, unless specific rules are defined in an agreement between ZUT and the hosting institution, e.g. a double diploma agreement. Student performance results achieved during dissertation-writing stage at the hosting institution have to meet all the requirements stipulated in a syllabus for a specific course at ZUT.

#### § 4.

#### **IV Basic documents necessary for ECTS transfer to be made**

Within ECTS scoring system, points can be approved of (for further accumulation and transfer) on the basis of the following documents:

- a) index of subjects with a course syllabus,
- b) syllabus and ECTS tranfer agreement (LA, CLA),
- c) report card or its equivalent,
- d) diploma supplement (only if there are two of such diplomas).

#### <sup>4</sup>§ 5.

This resolution comes into effect on the day it is passed.

Rector

Professor Jacek Wróbel, PhD, DSc

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<sup>4</sup> change implemented with the ZUT Senate resolution no. 196 on September 27th, 2021.