

# Key features of ECTS at the University of Business in Prague

## ECTS at the University of Business in Prague

European Credit Transfer and Accumulation System (ECTS) is a learner-centered system for credit accumulation and transfer based on the transparency of learning outcomes and learning processes. It aims to facilitate planning, delivery, evaluation, recognition and validation of qualifications and units of learning as well as student mobility. ECTS is widely used in formal higher education and can be applied to other lifelong learning activities.

The University of Business in Prague is a not-for-profit organization, established in 2000, when it gained the state approval to act as a private higher educational institution. The University started to use its own credit system in 2001. After successful integration into the European higher-education area, it redesigned its credit system and in 2009 began to offer study programs in accordance with the principles of the ECTS.

## ECTS credits at the University of Business in Prague

**ECTS credits** at the University of Business in Prague are based on the workload students need in order to achieve expected learning outcomes.

**Learning outcomes** describe what a learner is expected to know, understand and be able to do after successful completion of a process of learning. They relate to level descriptors in national and European qualifications frameworks. Learning outcomes of each course unit and other study obligations at the University of Business in Prague are described in a course syllabus available in the Study information system as the Public Catalogue of Courses.

**Workload** indicates the time students typically need to complete all learning activities (lectures, seminars, projects, practical work, self-study and examinations) required to achieve the expected learning outcomes. For each course unit and other study obligations at the University of Business in Prague, number of hours of workload for an average student is described in a course syllabus available in the Study information system as the Public Catalogue of Courses.

**30 ECTS credits** are attached to the workload of a 1 semester full-time of formal learning (60 ECTS credits per academic year) and the associated learning outcomes. In most cases, student workload ranges from 1,500 to 1,800 hours for an academic year, whereby one credit corresponds to 25 to 30 hours of work. At the University of Business in Prague, one credit corresponds to 26 hours of workload for an average student.

## Use of ECTS credits at the University of Business in Prague

Credits are allocated to entire study programs as well as to their educational components (such as course units, thesis or state exams). The number of credits ascribed to each component is based on its weight in terms of the workload students need in order to achieve the learning outcomes in a formal context.

Credits are awarded to individual students (full-time or part-time) after completion of the learning activities required by a formal program of study or by a single educational component and the successful assessment of the achieved learning outcomes. Credits are accumulated with a view to obtaining qualifications. If students have achieved learning outcomes in other learning contexts or timeframes (formal, non-formal or informal), the associated credits may be awarded after successful recognition of these learning outcomes.

Credits awarded in one program may be transferred into another program, offered by the same or another institution. This transfer can only take place if the degree-awarding institution recognizes the credits and the associated learning outcomes. Partner institutions should agree in advance on the recognition of periods of study abroad.

Credit transfer and accumulation are facilitated by the use of the ECTS key documents (Course Catalogue, Student Application Form, Learning Agreement and Transcript of Records) as well as the Diploma Supplement.