

|   |                             |  |
|---|-----------------------------|--|
| <b>VP – R – 05</b>  |                             | Printout No.:  |
|   |                             | Number of pages: 5   |
| Effective from:   | Period of validity:         | Scope of validity:   |
| <b>28.1.2019</b>  | <b>Until further notice</b> | <b>The College of Regional Development and Banking Institute - AMBIS, a.s.</b> |
| <p>Document title:</p> <p style="text-align: center;"><b>TRANSLATION OF<br/>RECTOR'S DIRECTIVE No.5/2019</b></p> <p style="text-align: center;"><b>The procedure for expressing credit evaluation of the study workloads of subjects in hourly intensity</b></p> <p><b>Processed and approved:</b><br/>(issuer of the document)<br/><b>Dr. Martina Mannová</b><br/><b>Rector</b></p> <p style="text-align: right;"><b>Date: 28.1.2019</b></p> |                             |  |
| Number of attachments:  | <b>0</b>                    | Attachment title:  |
| Number of copies:   |                             |  |
| Issue number: <b>1.</b>   |                             |  |
| <b>First</b>  |                             |  |

## **Art. I**

### **General principles**

- (1) The aim of the credit system is to unify and integrate the higher education system in the European Union so that it is comparable and allows student mobility during their studies. Credits are “units” expressing the importance of a given subject for the field of study and the degree of student's workload in the subject.
- (2) Each subject, respectively. the study module is evaluated by a certain number of credits, which express the degree of difficulty of the subject. The student obtains credits by completing the course, i.e. by fulfilling all conditions that are prescribed for successful completion of the course.
- (3) Allocation of credit points is based on the system of study workload (evaluation of the amount of full-time study - number of lectures, consultations, exercises, etc.) and on the system of study quality - credits, exams, seminar work, excursions, home preparation etc.) and subsequent number of credits depending on the study and time demands of individual study subjects.
- (4) The condition for successful completion of study is to obtain the prescribed number of credits. Credits express the amount of work involved (the workload measured in time, expressed in hours through the activities performed). The system of credits is based on the workload of the average student necessary to achieve the goals of the given field of study or subject, i.e. learning outcomes and competences acquired by completing them.
- (5) One credit corresponds to 25 - 30 hours of student work. The total number of hours corresponding to the bachelor's degree program is  $25 \times 180 = 4500$  hours, in the case of a master's degree program the maximum is  $25 \times 120 = 3000$  hours. The credit point represents  $1/60$  of the average annual workload of the average student.
- (6) The minimum number of credits for enrollment in the second year (third semester) is 40, in the case of bachelor studies in the third year (fifth semester) 80 credits.

## **Art. II**

### **Procedure for credit evaluation of subjects**

- (1) After completing the study plan, the study program guarantor will allocate specific credits to individual courses according to the expected volume of work. Course guarantor will elaborate a course syllabus in which, according to the table below, he / she expresses the hourly load in individual activities corresponding to the number of credits allocated (only counts those activities that he/she actually used in the course).
- (2) The guarantor of the study program is responsible for the correctness of the determination of the hourly load, thematic and methodological continuity of the syllabuses, whether there is no overlap of activities and prescribed literature between subjects.

### **Art. III**

#### **Credit rating table**

- (1) The count is always rounded up to whole hours. The lesson is sixty minutes, the "lesson unit" is 45 minutes (so the lecture marked "2/0" has ninety minutes or 1 hour and 30 minutes per week.
- (2) The calculation of the time required for the study of literature is based on the fact that in one hour it is possible to study 10 printed pages of an average-consuming continuous professional text of a common book format. Due to the different difficulty of the study texts, the calculation is performed using the following difficulty coefficients:
  - (a) scholarly text in Czech, Slovak language: coefficient of difficulty 1
  - (b) scholarly text in world language: coefficient of difficulty 2
  - (c) mathematical text: coefficient of difficulty 3
  - (d) fiction, journalism, newswriting, popular text, film: coefficient of difficulty 0,3
- (3) If you see an "can not be combined with ..." warning on an item, it means that these actions are mutually exclusive. Generally, activities cannot be combined and summed if the burden on the student overlaps. If the burden on the student partially overlaps, it is necessary to reduce each individual activity proportionally.

| Type of student activity             | The average number of hours of student work  | Explanatory notes   | Can not be combined                                    |
|--------------------------------------|--|---|--|
| contact instruction                  | time spent in the classroom expressed in real time   | the teaching unit is 45 minutes. The semester usually has 12 weeks. The course marked 2/0 or 0/2 represents 18 hours of contact instruction. in real time (45 minutes x 2 x 12). It does not matter whether it is a lecture, a tutorial or a seminar.   | "Project, creative activity, practice"                 |
| performing ongoing tasks             | one task = 3 hours   | short individual papers from the read literature (up to 30 printed pages of the processed text), counting examples, reporting on news, etc. Since ongoing tasks are not at the first and midterm time and probably neither at the last hour, the maximum 20 hours to this item.   |  |
| presentation / paper                 | one paper = 10 hours   | spoken paper for about 15-20 minutes presented in the classroom (use of presentation software type ppt) + submission in writing with notes and citations, range about 6-8 SP (10-13 thousand characters with spaces)  | "Project, creative activity, practice"                 |
| critical interpretation              | one interpretation = 15 hours  | a review or review article, a draft, translation of a professional text into 10 print pages, and other "interpretative genres".   | "Project, creative activity, practice"                 |
| smaller seminar work                 | one work = 30 hours  | 5-15 NS (9-7 thousand characters with spaces), footnotes and quotations, work with secondary literature, which is not the result of the project (see below).  | "Project, creative activity, practice"                 |
| larger seminar work                  | one work = 50 hours  | 16+ pages (28 thousand characters with spaces or more), footnotes and citations, work with sources that are not the result of work on the project (see below)   | "Project, creative activity, practice"                 |
| project, creative activity, practice | 90 hours (+ hours from the item "performance of ongoing tasks")  | active participation in the course, which is based on work on a common project (collection and analysis, research, field work, publishing of a practice journal, work in the studio, etc.) or participation in practice. Part of the hourly evaluation can be contact teaching, test and independent work, the output can be larger seminar work or other output (even repeated, for example, publishing a periodical), or practice, and usually classified credit. | with activities other than "performing ongoing tasks"! |
| partial test                         | so-called "midterm", usually included in the sixth or seventh week of teaching the number of hours of literature studying (see note 2 above) | test or tests during the semester (so called. midterm).   | "Project, creative activity, practice"                 |
| final test                           | number of hours of literature study (see note 2 above) + 2 hours to elaborate  | Attestation test completing the whole subject, the condition is a combination of multiple test methods (multiple choice, answer the whole sentence, essay, etc.).   | "Project, creative activity, practice"                 |
| oral exam                            | number of hours of literature study (see note 2 above) + 1 hour to prepare and compose   | oral exam completing the whole subject  | "Project, creative activity, practice"                 |
| final test + oral exam               | number of hours of literature study (see note 2 above) + 3 hours to elaborate, prepare and complete  | combination test and subsequent oral exam.  | 'Final test' and 'oral examination'                    |
| final exam (klauzura)                | 90 hours of literature   | written work - based on the prescribed literature - in the classroom, in the form of an essay of about 8 A4 pages (handwritten on a lined sheet).   | "Project, creative activity, practice"                 |
| comprehensive exam                   | number of hours of literature study  | commission exam in several subjects, max. credit rating 5 credits. Can be included in the curriculum after the fourth semester instead of one part of the SFE (see above 3.2). The inclusion of the comprehensive examination in the study plan depends on the guarantor's decision.  | "Project, creative activity, practice"                 |
| bachelor diploma seminar             | 120 hours (4 credits)  | time required for writing works (according to valid regulations min. 35 standard pages of text) + seminar + individual consultations  |  |

**Art. IV  
Final Provisions**

- (1) This internal regulation is available to all employees electronically in the directory of controlled documentation.

**Art. V  
Distribution list**

- (1) Copy no. 1 administrator's printout  
(2) Copy no. 2 print on the loan