

Assignment of Credit Hour Policy

Annex 6. to the Policy on establishing, operating and modifying degree programs at CEU

1. Purpose

The purpose of this policy is to establish principles and procedures by which Central European University (CEU) assigns credit hours to academic courses.

2. Scope

This policy applies to all departments and schools of Central European University.

3. Definition of credit hour

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement.

At CEU, course and instructor credits are calculated using the model accepted during CEU's accreditation by the Middle States Commission of Education. Accordingly, one CEU credit equals to 600 taught classroom minutes, with the exception of Legal Studies where one CEU credit equals to 700 taught classroom minutes. In the above credit calculations, students are expected to spend 20-25 hours on homework and consultations with the course instructor and 20-25 hours on preparing for classes per credit.

The duration of a term at CEU is 12 weeks.

The recommended instructional time for CEU courses is one to two 50-minute sessions.

4. Types of courses

1. For lectures, seminars and laboratory work, credits are assigned in the manner specified above.
2. For individual consultations and research seminars, credits are assigned with the assumption that outside of classroom work (consultations with the instructor, homework and course preparation) will form the bulk of the academic work.
3. Internship credits and thesis credits are awarded as described in the relevant program specifications.
4. Credits for special courses such as comprehensive exams, prospectus, practica, conference participation, independent study, teaching assistance and workshops are awarded as described in the relevant program handbooks.
5. Some departments may organize late starting courses (courses beginning later than the official start date of the semester). In these cases, the taught component of the course as well as out of class activities is delivered in a shorter period of time. Nevertheless, the ratio of the total number of taught minutes and the corresponding time allocated for outside of classroom work will remain the same and as specified above for each credit assigned.

5. Credit awarding process

The assignment of credits occurs through a formal review process conducted at the departmental or school level, which requires the approval of the head of the department or dean of school after a faculty meeting.

6. Assessment

Periodic reviews are conducted as part of the strategic reviews of departments or schools. The results of these reviews are communicated to the departments or schools to improve their credit assignment processes if needed.

7. Documentation

New courses are reviewed and approved at the departments or schools of the university. Either a standing or an ad-hoc curriculum committee should review all new course offerings. The supporting documentation is kept on record at the departments or schools.

New programs are approved by the Senate, and registered with the New York State Education Department. Records are kept at the Office of the Academic Secretary.

Credits are recorded in the University Information System. The time, place and duration of courses can also be checked in the same database and on the departmental websites where schedules are uploaded.

Academic calendars are maintained by the Office of the Academic Secretary and posted on the CEU website.