

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

Assignment of Credit Hours

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 CEU departments and schools.

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.

CEU uses US credits for its US-accredited programs and ECTS credits for its programs accredited in Europe.

US credits are calculated using the model accepted during CEU's accreditation by the Middle States Commission on Higher Education and based on authorization from the New York State Education Department. Accordingly, one US credit equals to 600 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. Thus, the total student workload (for class and out of class work combined) is estimated to be approximately 60 hours per one US credit.

ECTS credit values for European accredited programs are assigned using a conversion formula of 1 US credit = 2 ECTS credits. Accordingly, the total student workload (for class and out of class work combined) is estimated to be approximately 30 hours per one ECTS credit.

The duration of a teaching term (fall term and winter term) at CEU is 12 weeks. The duration of the spring term is 10 weeks. Departments and schools which teach courses in the spring term shall make sure that both the classroom time and the amount of out of class work is in line with the credit hour as defined in this policy.

The instructional time for CEU courses is one to two 50-minute sessions. The standard schedule of CEU classes is as follows:

9:00 – 10:40	Morning slot I
11:00 – 12:40	Morning slot II
12:40 – 13:30	Lunch break
13:30 – 15:10	Afternoon slot I
15:30 – 17:10	Afternoon slot II
17:30 – 19:10	Afternoon slot III

4. Types of credit-bearing learning activities

1. For lectures, seminars and laboratory work, credits are assigned according to the rules specified above.
2. For individual consultations and research seminars, credits are assigned according to relevant program accreditation documents 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. Capstone project credits and thesis credits are assigned as described in the relevant program accreditation documents and program handbooks.
4. Credits for special learning activities such as internships, comprehensive exams, prospectus, practica, conference participation, independent study, teaching assistantship and workshops are awarded as described in the relevant accreditation documents and program handbooks.

5. Credit assignment 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 curriculum committee meeting. Re-assignment of credit between different types of learning activities (as described in point 4) shall be done with reference to the program accreditation materials and in consultation with the Academic Secretary. Special procedures apply for university-wide courses.

6. Assessment

Periodic reviews of credit allocation 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 unit or a program curriculum committee should review all new course offerings. The supporting documentation is kept on record at the departments or schools. Special procedures apply for university-wide courses.

New programs are approved by the Senate, in line with the procedure described in this policy. Records are kept at the Office of the Academic Secretary.

Credits are recorded in the student records management system SITS. The time, place and other basic course information is also available in the same database and on the departmental websites. More detailed information about all CEU courses is available on the Course Hub page at:

<https://courses.ceu.edu/search/course>.

Academic calendars are maintained by the Office of the Academic Secretary and posted on the CEU website at <https://www.ceu.edu/calendar>.