

# Assignment of Credit Hours

## Annex 6. to CEU Degree Programs Policy

### 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, schools, and programs.

### 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 at the graduate level, and to 720 taught classroom minutes at the undergraduate level<sup>1</sup>. 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 11 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 are in line with the credit hour as defined in this policy.

**\* In the transition period during the academic year 2020/21, the conversion rule is temporary suspended in cases when Austrian program accreditation has been approved.**

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<sup>1</sup> Undergraduate students taking graduate-level courses as part of their degree program and/or with the permission of the program director receive graduate-level credit for their work.

#### 4. Class scheduling

The instructional time for CEU graduate-level courses is one to two 50-minute sessions. The instructional time for CEU undergraduate courses is one 60-minute session.

The standard schedule of CEU classes is as follows:

For graduate-level courses<sup>2</sup>:

|                        |                    |
|------------------------|--------------------|
| 9:00 – 10:40           | Morning slot I     |
| 11:00 – 12:40          | Morning slot II    |
| 12:40 – 13:30 (50 min) | Lunch break        |
| 13:30 – 15:10          | Afternoon slot I   |
| 15:30 – 17:10          | Afternoon slot II  |
| 17:30 – 19:10          | Afternoon slot III |

For undergraduate-level courses<sup>3</sup>:

|               |                    |
|---------------|--------------------|
| 9:00 – 10:00  | Morning slot I     |
| 10:00 – 11:00 | Break              |
| 11:00 – 12:00 | Morning slot II    |
| 12:00 – 13:30 | Lunch break        |
| 13:30 – 14:30 | Afternoon slot I   |
| 14:30 – 15:30 | Break              |
| 15:30 – 16:30 | Afternoon slot II  |
| 16:30 – 17:30 | Break              |
| 17:30 – 18:30 | Afternoon slot III |

#### For the AY 2021/22

For graduate-level courses:

|                        |                    |
|------------------------|--------------------|
| 8:50 – 10:30           | Morning slot I     |
| 10:30 – 10:50          | Break              |
| 10:50 – 12:30          | Morning slot II    |
| 12:30 – 13:30 (1 hour) | Lunch break        |
| 13:30 – 15:10          | Afternoon slot I   |
| 15:10 - 15:40          | Break              |
| 15:40 – 17:20          | Afternoon slot II  |
| 17:20 – 17:40          | Break              |
| 17:40 – 19:20          | Afternoon slot III |

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<sup>2</sup> Foreign language courses, including source language courses, can apply a different schedule. However, foreign and source language courses offered for credit must observe the taught classroom minute requirement specified in this policy.

<sup>3</sup> Foreign language courses, including source language courses, can apply a different schedule. However, foreign and source language courses offered for credit must observe the taught classroom minute requirement specified in this policy.

For undergraduate-level courses:

|               |                    |
|---------------|--------------------|
| 8:20 – 9:20   | Morning slot I     |
| 9:20 – 9:30   | Break              |
| 9:30 – 10:30  | Morning slot II    |
| 10:30 -10:40  | Break              |
| 10:40 – 11:40 | Morning slot III   |
| 11:40 – 11:50 | Break              |
| 11:50 – 12:50 | Morning slot IV    |
| 12:50 – 13:50 | Lunch break        |
| 13:50 – 14:50 | Afternoon slot I   |
| 14:50 – 15:20 | Break              |
| 15:20 – 16:20 | Afternoon slot II  |
| 16:20 – 16:30 | Break              |
| 16:30 – 17:30 | Afternoon slot III |
| 17:30 – 17:40 | Break              |
| 17:40 – 18:40 | Afternoon slot IV  |

In scheduling classes, the following principles should be applied:

- Classes for the same course should not be scheduled on consecutive days. Exceptions can be granted by the Provost (Dean of Undergraduate Studies in case of bachelor's courses) based on pedagogical justification.
- The following slots are reserved for university-wide courses: Wednesday and Friday 9:00-10:50, and Friday 11:00-12:40. This means that no mandatory graduate-level courses should be scheduled in these slots in any department/school/program. Electives, including mandatory electives, can be scheduled.

## 5. 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.

## 6. 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.

## 7. 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.

## **8. 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>.