

Pursuant to the Higher Education Act (OJ RS No 67/93, with changes), Criteria for the Allocation of Credits to Study Programmes under ECTS (OJ RS No 95/10) and according to Article 21 of the Statute of EMUNI University the EMUNI Senate at its 19th Session on 23 September 2014 adopted the following

Rules on the Monitoring of the Actual Student Workload at EMUNI University

Article 1

The European Credit Transfer and Accumulation System (ECTS) is a system for the accumulation and transfer of credits. It improves the transparency and comparability of systems and study programmes and enables the mobility of students and the mutual recognition of course units completed. It is used for the accumulation of the credits necessary to complete a study programme and for the transfer of credits from one study programme to another, either between higher education institutions in the Republic of Slovenia, or between higher education institutions in the Republic of Slovenia and higher education institutions in other countries.

The credit point (CP) is the unit of measure for the estimation of the students' work.

According to the principles of the ECTS, one year of study equals 60 CP or approximately 1500 – 1800 hours of student work (hereinafter: SWH), meaning 25 SWH for 1 CP.

Article 2

These Rules set out:

1. The procedure of monitoring the actual workload of students,
2. The standards of student workload in certain typical activities in the conduction of the courses,
3. The responsibility to adopt the procedure of the monitoring of the actual student workload and participation of the student council in such assessment and verification.

Article 3

(Person, responsible for the ECTS)

The person responsible for the ECTS recognition and method of student workload monitoring is the study programme coordinator.

The Analysis of the Monitoring of the Actual Student Workload and ECTS Recognition is an integral part of the Education Report and is discussed by the Senate who also proposes possible measures for ECTS recognition and thus appropriate student workload.

Article 4
(Student participation)

The Student Council is informed on the Education report and Analysis of the Monitoring of the Actual Student Workload and ECTS Recognition. The participation of students in the examination and adoption of the procedure of the actual student workload monitoring is assured through the student representatives in the EMUNI Senate.

Prior to the adoption of the measures for ECTS recognition and appropriate student workload the Senate may acquire the opinion of the Student Council and other opinions.

Article 5
(Procedure of actual student workload monitoring)

1. Course implementation plan

The lecturer prepares the course syllabus which also includes:

- Content and thematic divisions,
- Expected learning outcomes, goals and definition of competences,
- Planned work methods,
- Estimated student study workload, and
- Methods of knowledge examination and assessment.

In the assessment of the student workload the standards in the Article 6 table are followed.

2. Collection of data on the actual student workload is performed on the basis of:

- A questionnaire, which the students fill out for individual courses; for every course, the survey also includes the question on how much time was spent on studying,
- Focus groups,
- Records of student workload in individual courses, kept by the lecturers.

3. Reports on the course implementation

- After the course is finished, the responsible lecturer submits an evaluation report which also includes the changes to be introduced in the following academic year, or addresses to the relevant authorities the proposals for bigger changes within the course.

4. Discussion on the Report on the monitoring of the actual student workload, recognition of ECTS and adoption of measures.

The EMUNI Senate deals with and adopts the necessary measures on the basis of the:

- Analysis (of the general survey) according to the average time needed in individual courses,
- Report of the responsible lecturers for each course.

Article 6

(Standards of student workload for certain typical activities in the implementation of courses)

The EMUNI Senate takes the ECTS principles into consideration in the adoption of the study programmes. The credit values of the courses differ, and, consequentially, the student workload does as well. However, 1 CP normally equals 25 SWH.

In the evaluation of student workload, the following workload standards for certain course activities are taken into consideration, as shown in the table below:

Study activity	SWH	Share of workload
Contact hours (CH): lectures, seminar tutorials, lab tutorials, seminars, excursions etc.	1 CH = 1 SWH	50 – 60%
Preparation for CH and readings	1 CH = 0,5 SWH	
Literature studying	5-6 pages per hour for 200-250 pages (mother tongue) or 3-4 pages per hours for 125-150 pages (foreign language) = 40 SWH	
Writings (reports, projects, seminar papers etc.)	1 page (30.000 characters) = 40 SWH or 100 words/hour	40 – 50%
Preparation for written or oral exam	1 CH = 5 SWH	

Article 6

For each study programme, the actual student workload is checked every year until the graduation of the first generation, and at least every two years after that.

Article 7

These Rules enter shall enter into force on the day of the adoption by the EMUNI Senate.

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