

Pursuant to the Higher Education Act (Official Gazette of RS, Nos. 32/12 - official consolidated text, 40/12 - ZUJF, 57/12 - ZPCP-2D, 109/12 , 85/14 , 75/16, 61/17 - UPS, 65/17, 175/20 - ZIUOPDVE and 57/21 - US decision), Criteria for Credit Evaluation of Study Programmes under ECTS (Official Gazette of RS, no. 124/04) and Article 21 of the Statute of EMUNI University the Senate of EMUNI University adopted at its 19th Session on 23 September 2014, with amendments adopted at its 41st Session on 14 September 2021, the following:

RULES ON THE MONITORING OF THE ACTUAL STUDENT WORKLOAD AT THE 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 student's work.

According to the principles of the ECTS, one year of study equals 60 CPs or approximately 1500–1800 hours of student's work (hereinafter: SWH – Student's Working Hours), meaning 25–30 SWH for 1 CP. At EMUNI the standard is that 1 CP (ECTS) is 25 SWH (for details refer Article 6).

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's workload monitoring is the Study Programme Coordinator.

The Analysis of the Monitoring of the Actual Students' Workload and ECTS Recognition is an integral part of the Quality Assurance (QA) Report and is discussed by the EMUNI

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 QA Report and the 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 students' representatives in the EMUNI Senate.

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

**Article 5
(Measures and procedures for monitoring and reporting the actual students' workload)**

The measures and procedures for monitoring and reporting the actual students' workload are the following:

1. Course implementation plan

The Course Holder/Higher Education Teacher prepares or updates the course Syllabus and the course Implementation Plan, which also includes:

- Course content and thematic divisions,
- Expected learning outcomes, goals and definition of competences,
- Planned work methods,
- Estimated student's study workload (see table in Article 6), and
- Assessment and examination methods of learning and performance.

In the assessment of the student's workload the standards set in Article 6 of these Rules shall be followed.

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

- An annual 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 (when needed), and
- Teacher's Annual Evaluation Report.

3. Discussion on the QA Report on the monitoring of the actual students' workload, recognition of ECTS and adoption of measures.

The EMUNI Senate deals with and adopts the necessary measures based on the QA Report.

Article 6

(Standards of student's 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's workload does as well, where 1 CP (ECTS) equals 25 SWH.

In the evaluation of student's 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, seminars, tutorials, clinical/lab work, other direct means of study (excursions, field visits etc.)	1 CH = 1 SWH	50 – 60%
Preparation (pre-reading) for contact hours	1 CH = 0,5 SWH	
Literature studying (it could depend on the complexity of the topic)	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 authorship page (30.000 characters) = 40 SWH or 100 words/hour	40 – 50%
Preparation for written or oral exam	1 CH = 5 SWH	

Article 7

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

Article 8

These Rules shall enter into force the next day after its adoption by the EMUNI Senate.

Prof. Dr. Abdelhamid El-Zoheiry
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