

# Regulations for applying the European Credit Transfer System (ECTS) at VUM: awarding, allocating and recognition of credits



**VARNA UNIVERSITY OF  
MANAGEMENT**

This document specifies REGULATIONS FOR APPLYING THE EUROPEAN CREDIT TRANSFER SYSTEM (ECTS) AT VUM: AWARDING, ALLOCATING AND RECOGNITION OF CREDITS AT VARNA UNIVERSITY OF MANAGEMENT (VUM).. It is based on the Higher Education Act and Ordinance 21 / 30.09.2004 on Accumulation and Transfer of Credits in Higher Education Institutions (State gazette 89/2004), The ECTS Users' Guide published by the European Commission in 2009, which builds on the guidance published in 2005. This document is drawn up in line with the Bologna process, the growing importance of lifelong learning and the introduction of learning outcomes as a key criterion for credit transfer and recognition. The regulations for the application of the system for accumulation and transfer of credits stimulates the processes of horizontal and vertical mobility of students in *VUM*. This document is an integral part of the system for Quality evaluation and assurance of teaching and faculty.

## **Chapter One. GENERAL PROVISIONS**

**Art.1** (1) These regulations stipulate the application of the *European Credit Transfer System (ECTS)* at *VUM*, namely the awarding, allocating and recognition of credits at *Varna University of Management (VUM)*.

(2) These rules and regulations applicable to all students enrolled at any of the programmes offered at *VUM*.

(3) The implementation of these regulations is the responsibility of *VUM's* staff whose duties refer to the organization of the educational process at *VUM* and to the application of the system for Quality evaluation and assurance of teaching and faculty.

(4) The application of the system for accumulation and transfer of *ECTS credits* at *VUM* defines the central role of students in the educational process by providing them with wider options for academic programmes, mode and place of study.

(5) The learning outcomes represent the knowledge, skills and competencies, which should have been acquired by completing a specific subject, module or programme. They enhance the qualification transparency and foster the understanding of the desired learning outcomes of *VUM's* students, employers, representatives of other HE institutions and other stakeholders.

(6) *ECTS credits* express the volume of learning based on the defined learning outcomes and their associated workload – contact hours and student-centred learning.

## **Chapter Two. ACCUMULATION OF ECTS CREDITS AT VUM**

**Art.2** (1) The accumulation of *ECTS credits* is a process based on the defined learning outcomes and their associated workload for each separate programme and its curriculum – contact hours and student-centred learning allocated on core, optional and facultative subjects.

(2) 60 *ECTS credits* are allocated to the learning outcomes and associated workload of

a full-time academic year or its equivalent and allocated to 30 *ECTS credits* per semester.

(3) The curricula and the separate subjects and modules at *VUM* are designed in compliance with the desired learning outcomes for the subject, module or the programme.

(4) The planned student workload for each subject is based on the total number of hours necessary for achieving the desired learning outcomes. The total number is the sum of the contact hours and the hours allocated for student-centred learning.

(5) The total contact hours comprise lectures, seminars, PBL/CBL, consultations and practical work.

(6) Student-centred learning relates to individual study, assignments, individual work with lecturers, homework, etc. It should be recognised that the hours allocated to student-centred learning are indicative as the actual time for individual students to achieve the learning outcomes will vary.

(7) 10 *ECTS credits* are awarded to *VUM's* students upon successful completion of the summer internship or work placement.

(8) Credits are awarded to students as a result of the assessment of the progress they have made in achieving the pre-formulated learning outcomes for each subject and/or module on the programme curriculum. Credit allocation is the result of successful implementation of the requirements pre-formulated in line with the expected learning outcomes.

(9) (Amended Protocol VAB 28.05.2018) At each educational level at *VUM* and with regard to a planned student mobility, the students are issued academic transcripts containing information about the *ECTS credits* awarded so far for each separate subject. One ECTS credit is awarded for 25 hours of total student workload. For foreign language education, 1 ECTS credit is awarded for 30 hours of student workload. This provision applies to the curricula of all programmes.

(10) At least 180 *ECTS* with a minimum duration of studies of three years (six semesters) are required in accordance with the curriculum for the acquisition of the educational and qualification degree "Professional Bachelor", not including the preparatory one-year language programme, if the student is enrolled on such;

(11) For the acquisition of the educational and qualification Bachelor's degree, the following *ECTS credits* are required in accordance with the curriculum:

1. At least 240 *ECTS* with a minimum duration of studies of four academic years (eight semesters), not including the preparatory one-year language programme, if the student is enrolled on such;

2. At least 60 *ECTS* with a minimum duration of studies of one academic year (two semesters) - after the acquisition of a Professional bachelor's educational

and qualification degree or the equivalent "specialist" degree at the *International College - Dobrich* or any other accredited college;

(12) For the acquisition of the educational and qualification Master's degree the following *ECTS credits* are required in accordance with the curriculum:

1. At least 120 *ECTS* with a minimum duration of studies of two academic years (4 semesters) - after the acquisition of a Professional bachelor's educational and qualification degree in the same professional field;

2. At least 60 *ECTS* with a minimum duration of studies of one academic year (two semesters) - after the acquisition of a Bachelor's or master's educational and qualification degree in the same professional field.

3. at least 120 *ECTS* with a minimum duration of studies of two academic years (4 semesters) - after the acquisition of a Bachelor's or Master's educational and qualification degree in a different professional field.

(13) The *ECTS credits* earned by the student are indicated in the main student registry, the academic transcript, the diploma application and the European Diploma Supplement.

### **Chapter Three. RECOGNITION AND TRANSFER OF CREDITS**

**Art.3** (1) Transfer of credits is the process of having credits awarded in one context (programme, institution) recognised in another formal context (programme, institution). The recognition of credits is a process of *VUM's* certifying the achievement of certain learning outcomes. In view of the variety of programmes and HE institutions, *VUM* applies a flexible approach to the recognition of credits acquired in other higher education institutions by mapping the achieved learning outcomes.

(2) A committee that examines the academic transcript and the related learning outcomes the student has achieved is in charge of the recognition of credits awarded by other academic institutions, including under *Erasmus* programme. The committee issues an official decision for the recognition of *ECTS*. The Commission is chaired by the Vice Rector for Academic affairs and quality or the Director of the International College.

(3) The awarding and recognition of *ECTS* credits is facilitated and quality enhanced by the following supporting documents:

a) Catalogue providing detailed information about the institution, the programmes delivered, the learning outcomes for each subject and programme, and any additional information that could facilitate the students

b) Application form

c) Learning Agreement

d) Academic transcript

e) European Diploma Supplement

### **Art.4. TRANSITIONAL AND CONCLUDING PROVISIONS**

These regulations were adopted by the Academic Board of *VUM* on 24.02.2016 and came into effect on the same day. They repeal the previously existing rules of *IUC* for implementing the system of accumulation and transfer of credits. The regulations were amended with a Protocol of VAB from May 28, 2018, and come into force from the date of its adoption.