



Determination of credit load for subjects in accredited study programmes and for LLL courses

Code:	ČVUT_MP_2024_05_V01
Type:	Methodological guideline
Ref. No.:	CVUT00010232/2024
Regulated area:	ST studies
Organizational application:	CTU
Guarantor of standard:	51921 Vice-Rector for Bachelor and Master Studies Doc. Dr. Ing. Gabriela. Achtenová
Issuer:	Doc. Dr. Ing. Gabriela. Achtenová Vice-Rector for Bachelor and Master Studies
No. of pages:	5
No. of annexes:	0
Distribution list:	Radka Slabá
Affected persons:	employees
Form of publication:	Inforek
Replaces:	
Issued on:	On the day it is signed
Force:	22.09.2025
Effect:	01.01.2025
Other information:	Approved by vice-deans for education on 20.11.2024
Signature of issuer:	

Vice-Rector for Bachelor and Master Studies

Overview of changes

Provision	Detailed specification of changes and justification of changes compared to previous version

List of related documents

- Study and Examination Rules for Students at CTU in Prague (hereinafter referred to as SER)
- Accreditation Code of CTU in Prague (hereinafter referred to as AC CTU)

Article 1 Introductory provisions

- 1.1 The purpose of this Methodological Guideline is to unify the credit load of obligatory, elective and optional subjects within the framework of accredited study programmes regardless of whether they are or are not part of the study plan of the study programme and for LLL courses (hereinafter referred to as a “subject”).
- 1.2 Further in the text, participants in LLL courses as well as students in accredited study programmes are referred to as “students”.
- 1.3 The credit system of CTU in Prague is compatible with the European Credit Transfer System (ECTS) and is defined in Art. 5 of SER.
- 1.4 Study load refers to the amount of work the student needs to do to achieve the defined learning outcomes. Learning outcomes may refer to knowledge, but also skills or competencies. The study load includes hours of direct instruction as well as the amount of work done during preparation at home, on projects, during examinations, consultations and internships and other activities.
- 1.5 The credit amount represents study load measured in time.
- 1.6 The value of 1 ECTS Credit at CTU is equal to the study load of 26 hours.
- 1.7 In order to calculate the study load at CTU, 1 h of study load = 60 mins (regardless of how long the lessons at the individual constituent parts of CTU are).
- 1.8 Further in the text, in-person instruction refers also to online, hybrid or blended instruction.
- 1.9 The total credit amount for one semester may fluctuate in different semesters within the range of +/- 3 credits. The amount of credits for the whole study programme must always be equal to the number of semesters in the standard period of study * 30 as a minimum.

Article 2 Responsibility

- 2.1 The guarantor of study programme (or guarantors of study programmes) in cooperation with the guarantor of subject is responsible for the correct determination of the credit amount for obligatory or elective subjects.
- 2.2 The credit amount is determined in the accreditation file and in case it deviates from the amount set out in this Methodological Guideline, this must be properly accounted for in the accreditation file (responsibility of the guarantor of programme).
- 2.3 The guarantor of subject is responsible for the correct determination of the credit amount for optional subjects.
- 2.4 The guarantor of subject is responsible for the distribution of study load across the semester within the framework of the determined credit amount.
- 2.5 Checking the determination of credit load is in the competence of the vice-dean for education.
- 2.6 The guarantor of LLL course/guarantor of LLL programme is responsible for the correct determination of the credit amount for the LLL course/programme.
- 2.7 Checking the determination of credit load for LLL courses or LLL programmes completed with a microcertificate is in the competence of a representative of the faculty in the LLL Council. Checking the determination of credit load for other LLL courses or LLL programmes at faculties

is in the competence of the responsible vice-dean; at university institutes it is in the competence of the director.

Article 3 Determination of credit load for subjects

- 3.1 If a subject in the study plan is designated as obligatory or elective, its credit amount must not be zero. One exception are accompanying safety training sessions that are, within the framework of administrative operations, included among obligatory or elective subjects.
- 3.2 Optional subjects may have zero credit amount under the condition that the total time demandingness of the subject is less than 13 hours.
- 3.3 The credit amount of a subject at CTU is always defined as a whole number. In case the result is not a whole number, mathematical rounding shall be used; the same applies to recognizing credits for subjects completed at institutions that use non-whole credit amounts.
- 3.4 If a subject is taught in both full-time and part-time form of study, the determination of credit amount is the same for both forms of study.
- 3.5 A subject offered in more study programmes with the same number of hours and the same learning outcomes must have the same credit amount in all study programmes.
- 3.6 The credit amount is calculated as a sum of time demandingness of all demands on the student necessary to achieve all the determined learning outcomes of the subject.

Article 4 Examples of how credit amount is calculated for some teaching activities

- 4.1 This Article lists several teaching activities. The credit amount for activities that are not included in this Article shall be calculated analogically.
- 4.2 Hourly load in in-person instruction:
$$\text{number of ECTS} \approx \frac{\text{number of hours of study load in lessons taught in-person}}{26}$$
The number of hours of in-person instruction is entered regardless of the lengths of the lesson at the given constituent part.
- 4.3 The obligation of self-study, preparation for in-person tuition etc.:
$$\text{umber of ECTS} \approx \frac{\text{number of hours of self-study}}{26}$$
- 4.4 Preparation for completion of a subject with a grade awarded:
$$\text{number of ECTS} \approx \frac{\text{number of hours of preparation+duration of examination}}{26}$$
. The determination of load includes only the expected time needed for preparation and the duration of the first (regular) date of examination.
- 4.5 Preparation of a presentation, defence etc. usually equals 1 ECTS. In case of subjects such as studios where progress is regularly presented, this concerns the final presentation.
- 4.6 A subject that consists exclusively of lectures must be completed with checking of the achieved learning outcomes.
- 4.7 The credit amount of practical training depends on the mandatory length of the internship in weeks. 1 week usually corresponds to 40 hours. 1h = 60 mins. In profession-oriented study programmes, where this concerns supervised practical trainings, the credit amount per 1 week of practical training may vary from 1 to 1.6 credit. In academic study programmes 1 week of practical training usually equals 1 ECTS.

Article 5 Final provisions

- 5.1 In case of programmes with valid accreditation, the calculation of credits in accordance with this Guideline shall apply when an application for the extension of accreditation is submitted.
- 5.2 For the purpose of calculation of credits, study programmes the proposal (pursuant to Art. 9 of AC CTU) or plan (pursuant to Art. 18 of AC CTU) of which has been submitted to an authority for approval by the day this MG comes to effect are regarded as study programmes with valid accreditation.
- 5.3 In case of LLL programmes/courses completed with a microcertificate with valid accreditation, the calculation of credits in accordance with this Guideline shall apply when an application for the extension of accreditation is submitted.
- 5.4 For the purpose of calculation of credits, LLL programmes/courses completed with a microcertificate that have been submitted for approval by the day this MG comes to effect are regarded as approved LLL courses/programmes.